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COASTAL CAROLINA COMMUNITY COLLEGE



1988/1989 CATALOG

PURPOSE OF COASTAL CAROLINA COMMUNITY COLLEGE

The purpose of Coastal Carolina Community College is to provide quality academic, cultural, occupational, and training opportunities to those of eligible age whose needs can be met by the College.

The major Objectives of Coastal Carolina Community College are:

1. To provide educational opportunities within the service area without regard to race, sex, creed, physical handicap, or previous educational attainment.
2. To provide courses in the arts and sciences that will lead to an associate degree, fulfill related course requirements in certain occupational curricula, or provide general educational enrichment.
3. To provide occupational training in the applied sciences and the trades that will lead to an associate degree, diploma, or a certificate.
4. To provide a student-centered, pre-credit program of developmental instruction to prepare students for admission for college transfer or occupational curricula.
5. To provide diversified educational opportunities in Adult Basic Education, Adult High School, General Educational Development, academic and occupational extension, avocational and practical skills.
6. To provide student services that ensure convenient facilities, along with personnel services and administrative procedures that afford the greatest assurance of student success.
7. To respond to changing needs by maintaining a continuous dialogue between members of the college community and the service area.

**CATALOG
ANNOUNCEMENT OF COURSES
AND PROGRAMS
FOR
1988-89**

**COASTAL CAROLINA
COMMUNITY COLLEGE**

**444 WESTERN BOULEVARD
JACKSONVILLE, NORTH CAROLINA 28540
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AN EQUAL OPPORTUNITY INSTITUTION

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GENERAL
INFORMATION

COASTAL CAROLINA COMMUNITY COLLEGE ACADEMIC CALENDAR

SUMMER QUARTER 1988-89

FULL SESSION

June 1	Registration
June 6	Classes Begin
June 7, 8, 9, 10	Late Registration
June 10	Last Day to Register or Add a Class
July 4	Holiday
July 26	Last Day to Withdraw Without Grade of "F"
August 9	Incompletes From Previous Quarter Due
August 18, 19, 22	Summer Quarter Final Exams
August 22	Summer Quarter Ends
August 24	Graduation

FIRST SPLIT SESSION

June 1	Registration
June 6	Classes Begin
June 7, 8, 9	Late Registration
June 9	Last Day to Register or Add a Class
June 29	Last Day to Withdraw Without Grade of "F"
July 4	Holiday
July 13	First Split Session Final Exams
July 13	First Split Session Ends

SECOND SPLIT SESSION

July 14	Registration
July 15	Classes Begin
July 18, 19, 20	Late Registration
July 20	Last Day to Register or Add a Class
August 9	Incompletes From Previous Quarter Due
August 10	Last Day to Withdraw Without Grade of "F"
August 23	Second Split Session Final Exams
August 23	Second Split Session Ends
August 24	Graduation

FALL QUARTER 1988-89

August 29	Orientation
August 30	Registration
September 1	Classes Begin
September 5	Holiday
September 2, 6, 7, 8	Late Registration
September 8	Last Day to Register or Add a Class
October 17, 18	Instructors' Conference
October 25	Last Day to Withdraw Without Grade of "F"
November 8	Incompletes From Previous Quarter Due
November 17, 18, 21	Fall Quarter Final Exams
November 21	Fall Quarter Ends
November 24, 25	Holiday

WINTER QUARTER 1988-89

November 28	Registration
November 30	Classes Begin
December 1, 2, 5, 6	Late Registration
December 6	Last Day to Register or Add a Class
December 19-January 1	Holiday (Begins 8:00 am December 19)
January 2	Classes Resume 8:00 am
February 1	Last Day to Withdraw Without Grade of "F"
February 15	Incompletes From Previous Quarter Due
February 24, 27, 28	Winter Quarter Final Exams
February 28	Winter Quarter Ends

SPRING QUARTER 1988-89

March 6	Registration
March 8	Classes Begin
March 9, 10, 13, 14	Late Registration
March 14	Last Day to Register or Add a Class
March 24, 27	Holiday
April 28	Last Day to Withdraw Without Grade of "F"
May 12	Incompletes From Previous Quarter Due
May 23, 24, 25	Spring Quarter Final Exams
May 25	Spring Quarter Ends

SUMMER QUARTER 1989-90**FULL SESSION**

May 31	Registration
June 1	Classes Begin
June 2, 5, 6, 7	Late Registration
June 7	Last Day to Register or Add a Class
July 3, 4	Holiday
July 24	Last Day to Withdraw Without Grade of "F"
August 7	Incompletes From Previous Quarter Due
August 16, 17, 18	Summer Quarter Final Exams
August 18	Summer Quarter Ends
August 22	Graduation

FIRST SPLIT SESSION

May 31	Registration
June 1	Classes Begin
June 2, 5, 6	Late Registration
June 6	Last Day to Register or Add a Class
June 26	Last Day to Withdraw Without Grade of "F"
July 3, 4	Holiday
July 11	First Split Session Final Exams
July 11	First Split Session Ends

SECOND SPLIT SESSION

July 12	Registration
July 13	Classes Begin
July 14, 17, 18	Late Registration
July 18	Last Day to Register or Add a Class
August 7	Incompletes From Previous Quarter Due
August 8	Last Day to Withdraw Without Grade of "F"
August 21	Second Split Session Final Exams
August 21	Second Split Session Ends
August 22	Graduation



THE COLLEGE

HISTORY

The State of North Carolina recognized the need to provide additional post-high school opportunities as early as 1957. The development of Industrial Education Centers was approved by the General Assembly and by 1962, twenty (20) institutions were approved.

In the Fall of 1963, the Onslow County Board of Education and the Superintendent of Schools, Mr. J. Paul Tyndall, asked the Onslow County Commissioners to purchase forty (40) acres of property on U.S. Highway 17 for the establishment of an Industrial Education Center. The newly established Industrial Education Center was a unit of the Lenoir County Technical Institute.

The untiring efforts of Representative Hugh A. Ragsdale, Representative William D. Mills, and Senator Carl Venters secured appropriation from the 1965 General Assembly to establish a separate institution for Onslow County. The North Carolina State Board of Education approved the Onslow County Industrial Education Center on July 1, 1965.

The continuous increase in enrollment of the Industrial Education Center gave evidence of the wide and varied needs of the area. Local support was necessary for the growing institute. The people of Onslow County, by referendum in the Fall of 1965, voted for a seven cents per hundred dollars evaluation on property for the center. The Board of Trustees, realizing that a technical institute could more adequately provide vocational and technical education opportunity for the area, requested that the State Board of Education grant technical institute status to the center. Onslow Industrial Education Center became Onslow Technical Institute on May 4, 1967.

A rapidly increasing enrollment and continued educational demands on Onslow Technical Institute encouraged the Board of Trustees to request a community college. Onslow Technical Institute was granted community college status July 1, 1970, and became Coastal Carolina Community College.

In 1972 with the dedication of the Ragsdale Building, the Board of Trustees started the relocation of the College to a new 75-acre campus on Western Boulevard. For several years thereafter, the College operated on a split-campus until relocation was completed in 1978. By 1982 a total of ten modern buildings had been constructed on the new campus with funds from the state and federal governments and from a second bond referendum passed by the citizens of Onslow County in 1974.

With authorization to offer college transfer courses as a community college, the College continued to experience rapid growth and development. Additional curriculums have been made available, and

classes are also offered at Camp Lejeune Marine Base. Between 1970 and 1986, fall term enrollments increased 342 percent. In 1986 the Board of Trustees approved plans for construction of a new classroom building and an addition to the Student Center.

ACCREDITATION

Committee on Allied Health Education and Accreditation of the American Medical Association
Commission On Colleges, Southern Association of Colleges and Schools
North Carolina Department of Community Colleges
American Dental Association
Approved-N.C. State Board of Education
Approved-N.C. Board of Nursing
Committee on Allied Health Education and Accreditation Surgical Technology

PHYSICAL FACILITIES

Coastal Carolina Community College is located on a ninety-eight (98) acre campus at 444 Western Boulevard. Modern classroom buildings, Occupational Building, Learning Resources Center, Student Center, Health Occupation Science Building, Administration Building, Fine Arts Building, Skills Center and Maintenance Building have been completed at this location.

LEARNING RESOURCES CENTER (LIBRARY)

The Learning Resources Center is designed to serve the needs of the students, faculty, and staff of the college. It is located in a building consisting of over 20,000 square feet with seating for 225 users. The Center also contains small conference rooms, individual study rooms and a TV studio.

The Learning Resources Center contains more than 35,000 volumes in general, technical, and vocational fields, and subscribes to over 250 periodicals. For research purposes, there are 8,000 reels of microfilm of back periodicals.

The Learning Resources Center is responsible for disc recordings, 16mm films, video tapes, and a variety of other media materials and equipment.

The staff consists of seven full-time and two part-time staff members, plus additional student help.

The Learning Resources Center hours are from 7:45 a.m. to 10:00 p.m. Monday through Thursday and 7:40 a.m. to 5:00 p.m. on Fridays. During quarter breaks, hours will vary from above.

GENERAL STUDIES CENTER

The General Studies Center is a division of Continuing Education and an important adjunct to the total college instructional program. The Center is designed to provide study opportunities in practically any field in which an adult may be interested. A few of the many instructional programs offered in the General Studies Center are the following: English, reading, mathematics, psychology, science, business, social studies, and foreign languages.

Programs are designed to meet the needs of individuals at all levels, whether they are non-readers or college graduates. The Center is essentially an individualized study situation in which programmed materials, audiovisual aids, and other self-instructional materials are used. However, a qualified coordinator is always available to aid and/or tutor any student who may need assistance.

The Center is open Monday through Thursday, 8:00 a.m.-9:00 p.m., and 8:00 a.m.-5:00 p.m. on Friday. A student may come at any time during the hours listed and may study as long as he/she wishes.

There are no fees charged for study in the General Studies Center. The student only supplies a pen, pencil, and notebook.

For further information concerning the General Studies Center, call 455-1221, ext. 259, or visit the Center at Ragsdale 114.

COMPUTER SKILLS LABORATORY

The Computer Skills Laboratories, located in Skills Center, Room 104-B & C, Ragsdale—Room 114 and 123, and Classroom B—Room 113, are available for use by CCCC students, faculty, and staff. A laboratory coordinator is available to assist persons who want to make use of Apple IIe, IBM and Zenith microcomputers or the Prime computer. A schedule is posted on the classroom door each quarter showing when the laboratory is open and when the laboratory coordinator is available. The Computer Skills laboratories are available to the users at no cost.

THE STUDENT EMPORIUM

The college store provides required textbooks, materials, and supplies. The hours of operation are 8:15 a.m. until 5:00 p.m., except during registration and drop-add period. On those days, special evening hours are posted. A "Book-Buy-Back" is scheduled during the days of final exams for the purpose of buying used textbooks. A gift and card section including class rings and college imprinted items is located within the store.

CAFETERIA AND GAME ROOM

The cafeteria is located in the Student Center and operates from 7:00 a.m. to 9:00 p.m., Monday thru Thursday, and from 7:00 a.m. to 3:00 p.m. on Friday. The cafeteria offers a variety of food selections including sandwiches, salads, full-course meals, snacks, and beverages. Daily specials are featured for breakfast and lunch, and there is always a delicious "Soup of the Day." The cafeteria also boasts fresh homemade pies and cakes. Even though the cafeteria is self-supporting, all these items are economically priced for the college student. In order to maintain the high standards set by cafeteria staff, students and staff are asked to cooperate with their efforts by cleaning off their tables after they are finished eating.

The game room, located in the rear of the cafeteria, operates the same hours. The game room provides a variety of arcade amusements; however, no food or drink is allowed in the game room!

VISITORS

Visitors are always welcome at Coastal Carolina Community College. The Student Affairs Office will provide guide service for groups or individuals on weekdays between 8:30 a.m. and 5:00 p.m. The college is open until 10:00 p.m. Monday through Thursday and 8:00 a.m. until 5:00 p.m. Friday. Visitors are welcome during these hours. Questions about the college and its programs will be answered by personnel from the Student Affairs Office.

ASSEMBLY AREA FOR AUTHORIZED DEMONSTRATIONS

The picnic area directly to the northeast of the Vocational Skills Center on the main campus of Coastal Carolina Community College shall be designated as the only area to be used for peaceful assembly.

Electrical or battery powered sound devices (IE) Bullhorns, P.A. systems, and other sound amplification devices, are not permitted on the confines of Coastal Carolina Community College; unless being used in conjunction with authorized student recreational activities, ceremonial dedications, security use, or other official college functions.

INCLEMENT WEATHER POLICY

Should it become necessary to close the College because of inclement weather (storms, ice, snow, etc.) the President of the College or his representative will make an announcement on local radio and television at 7 a.m. and 5 p.m. A separate announcement will be made by the President or his representative about the operational status of the college. Announcements about the closing of the public schools and local and Federal offices do not apply to the college. Please stay tuned to any

of the local stations for information relating to the college, and please do not tie up college telephone lines by calling to determine whether or not classes will be held.

STATEMENT OF CATALOG POLICY

Coastal Carolina Community College issues this Catalog for the purpose of furnishing students and other interested persons with information about the college and its programs. The provisions in this publication are not to be regarded as an irrevocable contract between the student and Coastal Carolina Community College. The college reserves the right to change any provisions or requirement at any time within the student's term of residence or to add or withdraw course offerings.

ADMISSIONS INFORMATION

ADMISSIONS POLICY

Coastal Carolina Community College maintains an "open door" policy for all applicants who are high school graduates or who have reached their eighteenth (18) birthday and whose high school class has graduated. The college serves all students regardless of race, creed, sex, national origin, age, or physical handicap. Selective placement of individual students in the different curricula within the college is determined by the admissions officer, within the guidelines established by the State Board of Community Colleges and the Department of Community Colleges for each curriculum and course offered. New applicants to programs with limited enrollment will be given priority over students who have already primarily completed a curriculum program at this college.

ADMISSIONS REQUIREMENTS

An applicant for admission to the health occupations curricula and all college transfer and technical curricula must be a high school graduate or have GED scores to qualify for a high school equivalency certificate issued by the North Carolina Department of Public Instruction or by the Department of Public Instruction of any one of the United States.

An applicant for any vocational program is normally required to be a high school graduate or equivalent (exceptions may be made in individual cases).

A student desiring to transfer to Coastal Carolina Community College must be able to meet the admission requirements in effect at the time of application. If the student is ineligible to return to the institution

last attended, he or she may be admitted on probation to the college at the discretion of the Dean of Student Affairs.

Any adult is eligible to attend adult education classes offered by the college on campus or at any of the several locations in the college service area.

SPECIAL ADMISSIONS POLICY FOR PROGRAMS WITH LIMITED ENROLLMENT

Applicants for programs with limited enrollment will be processed in the following way:

- A. Applications received and completed by February 1:
 1. Qualified applicants who are bona fide residents of North Carolina will be approved on a first priority basis.
 2. Qualified applicants who are not bona fide residents of North Carolina will be approved on a second priority basis.
- B. Applications received and completed after February 1:
 1. Qualified applicants will be approved in the order the applications were received regardless of residency.

A completed application is one which includes a signed application for admission form, official transcripts from high school and all previous colleges attended, and three completed personal reference forms.

Eligibility for in-state tuition by virtue of active-duty military or military-dependent status is not considered a factor in determining legal residence.

Bona fide residents of Onslow County who are interested in special programs are encouraged to apply as early as possible prior to February 1 to insure priority consideration.

This policy applies to health occupation programs such as Associate Degree Nursing, Practical Nurse Education, Dental Hygiene, Dental Assisting, Surgical Technology, and Medical Laboratory Technology. This policy may be applied to other limited enrollment programs as determined by admissions staff, the Dean of Students and the President.

Coastal Carolina Community College uses the Comparative Guidance and Placement Test produced by the Educational Testing Service, Princeton, New Jersey.

The minimum combined standard score on the Reading and Sentences parts of the test are listed below:

Practical Nurse Education	97
Associate Degree Nursing	108
Surgical Technology	94
Dental Hygiene	108*
Dental Assistant	97
Medical Laboratory Technology	108

*Comparable SAT or ACT scores.

ADDITIONAL ADMISSIONS REQUIREMENTS

Surveying Technology

High School Algebra I & II, Geometry I

Dental Hygiene

High School Chemistry and preferably to have pursued the College Preparatory curriculum including Biology and two units of Mathematics

Three letters of reference

Evidence of good character

Satisfactory personal interviews with admissions officer and appropriate department heads

Business Computer Programming

High School Algebra I & II

All developmental courses must be completed with the exception of MAT 98, 99 prior to admission to the Business Computer Programming Curriculum

Criminal Justice

Evidence of good character

Additional information similar to that requested by employing criminal justice agencies is requested from individuals seeking admission to the Criminal Justice Program. This data will be used in counseling the students toward realistic career expectations.

Failure to accurately disclose criminal history would be grounds for refusal to admit into or dismissal from the Criminal Justice Program

Associate Degree Nursing

High School Chemistry or equivalent. High School Algebra I & II recommended

Evidence of good character

Three letters of reference

Satisfactory personal interviews with admissions officer and appropriate department heads

Medical Lab Technology

High School chemistry or equivalent. High school algebra or MAT 98 and 99 at CCCC. It is desired that students have pursued the College Preparatory Curriculum including biology

Evidence of good character

Three letters of reference

Satisfactory personal interviews with admissions officer and appropriate department heads

Complete physical exam, including chest x-ray and immunizations, showing good physical health. Dental examination showing good dental health.

Paralegal Technology

Satisfactory score of 70% or better on an entrance examination in English or above the 45th percentile in the reading and English sections of the CGP test or other placement tests.

Satisfactory Personal interviews with admissions officer

Provide the names of three personal references and three letters of reference.

Evidence of good character to be submitted before the end of the second quarter of attendance in the program as a candidate for an associate degree.

Additional information similar to that requested by employing legal services or criminal justice agencies may be requested from individuals applying or enrolled in the Paralegal Technology Program. This data is to be used to counsel the student toward realistic career aspirations. The failure to accurately disclose criminal history may be grounds for refusal to admit or dismissal from the Paralegal Technology Program.

LPN

Three letters of reference

Evidence of good character

Satisfactory personal interviews with admissions officer and appropriate department heads

Surgical Technology

Three letters of reference

Evidence of good character

Satisfactory personal interviews with admissions officer and appropriate department heads

(Due to the recent published reports of anesthetic gases possibly having an adverse effect on the unborn child, no person who is pregnant will be accepted in the Surgical Technology Program. If a student should become pregnant, she will be required to withdraw.)

Dental Assisting

Three letters of reference

Evidence of good character

Typing - Proficiency of 20 words per minute or student will be required to enroll in and successfully complete a typing course. (BUS 102) Academic strength in science and English is beneficial

INDIVIDUAL REVIEW OF APPLICANTS WHO DO NOT MEET CGP REQUIREMENTS FOR CERTAIN HEALTH OCCUPATIONS PROGRAMS

Recognizing that some students are unable to achieve the CGP entrance score required for admission to certain health occupation programs, the appropriate faculty may review and make recom-

nendations to the Admissions Office on an individual basis, applications which meet the following criteria.

1. Satisfactory completion of all other admission requirements.
2. Achievement of the required quality point average listed below after completion of at least one quarter as a full-time student at Coastal Carolina Community College taking related college transfer courses as outlined in the Associate Degree Nursing or Dental Hygiene Curriculum.
 - a) Required QPA for Associate Degree Nursing - 3.25
 - b) Required QPA for Dental Hygiene - 2.5
3. Achievement of the required academic regulations in the Medical Laboratory Technology Program.

ADMISSION PROCEDURE

Except for the continuing adult education programs, the admission procedure requires that the student:

1. submit an application
2. submit a transcript of all previous education beyond the elementary school or GED scores or equivalency certificate
3. report to the college for admissions counseling and appropriate testing (appointment schedules will be mailed as applications are processed)

Application for admission into limited enrollment programs for the Fall Quarter will be accepted beginning October 15 of the year preceding the admission date.

Students who for any reason are unable to start their desired program in September, MUST RE-APPLY for that program as soon as possible after October 15, if they wish to enroll for the following year.

SPECIAL ADMISSION POLICY FOR ADVANCED PLACEMENT OF LICENSED PRACTICAL NURSES ENTERING THE ASSOCIATE DEGREE NURSING PROGRAM.

Licensed Practical Nurses desiring advanced placement in the Associate Degree Nursing Program must meet the following requirements in addition to the standard admission requirements of the Associate Degree Nursing Program.

1. Graduate of a Board of Nursing approved Practical Nursing Program documented by transcript.
2. Current licensure as a Licensed Practical/Vocational Nurse.
3. Satisfactory completion of all first year related courses except MAT 105. Minimum acceptable cumulative average of 2.0.
BIO 121, 122
PSY 201, 202, 203
SPH 201

4. Acceptable score on National League for Nursing Mobility Profile I, Foundations of Nursing.
5. Provide a professional recommendation documenting at least one year of employment in nursing within the last three years.
6. Satisfactory (77-C) completion of NUR 100 Nursing Transition.
7. Transfer credit for NUR 101, NUR 102, NUR 103, NUR 104 and MAT 105 will be awarded upon successful completion of Nursing Mobility Profile I and NUR 100 Nursing Transition.

SPECIAL ADMISSION REQUIREMENTS FOR SELECTED HIGH SCHOOL STUDENTS TO ENROLL CONCURRENTLY IN COASTAL CAROLINA COMMUNITY COLLEGE.

1. Applicants must be at least sixteen (16) years of age to participate. High school students shall not displace adults.
2. Applicants must be taking at least three (3) courses at their high school and making appropriate progress towards graduation as determined by the school principal.
3. College Transfer Program: Applicants for college transfer course who have not started the twelfth grade must meet the following admissions criteria:
 - (1) be in the top 25 percent of their high school class
 - (2) satisfactory SAT or PSAT Scores
 - (3) students may not enroll in any college transfer course which is equivalent to or the same as a course offered at the high school
 - (4) approval of their principalApplicants who have started in the twelfth grade must meet the following admission criteria:
 - (1) be in the top 50 percent of their high school class
 - (2) have satisfactory SAT or PSAT Scores
 - (3) the approval of their principalApplicants who are approved for concurrent enrollment will be limited to six quarter hours or less depending upon their course load at the high school.
4. Occupational Courses (Trade or Technical): applicants may seek admission into appropriate occupational courses as approved by their principal and CCCC Admissions Office. Applicants may not be admitted to any occupational (trade or technical) courses which are offered in their high school. The only exception to this rule would be in individual cases where the high school may be unable to schedule a course for the student. (Limit 6 quarter hours)
5. Applicants enrolled in high school may not be admitted into the Coastal Carolina Community College Adult High School program or the GED preparatory program. This rule applies to both

concurrent enrollment and enrollment during the summer prior to the applicant's graduating from high school.

6. Applicants for concurrent enrollment must obtain approval from the principal of the secondary school and the admissions office of Coastal Carolina Community College. Applicants seeking admission to Coastal Carolina Community College during the summer prior to graduating from high school must also have the recommendation of their superintendent.

EQUAL EDUCATION AND EMPLOYMENT OPPORTUNITY POLICY STATEMENT

As a member of the North Carolina Community College System, this institution undertakes to continue to comply fully with requirements imposed by all federal, state, and local laws relating to equal educational opportunity and equal employment opportunity, to the end that no person in the United States shall, on the grounds of race, color, creed, religion, age, sex, national origin, or physically handicapped status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of this institution.

Furthermore, Coastal Carolina Community College is responsible for full compliance with the provisions of Title IX of the Educational Acts of 1972, as amended, and does not discriminate on the basis of sex, race, color, creed, religion, national origin, age, or physical handicap; except where age or physical handicap is found to be a "bona fide" occupational qualification. This nondiscrimination policy applies to all employment and admission policies with respect to programs and activities as well as to the continuing treatment after employment in or admission to the college.

EQUAL EDUCATIONAL OPPORTUNITY AND EQUAL EMPLOYMENT OPPORTUNITY POLICY

No person shall on the basis of race, color, creed or religion, age, sex, national origin, or physical handicap status, except where age or physical handicap is found to be a "bona fide" occupational qualification, be excluded from employment or participation in, be denied the benefits of or be subject to discrimination under any program or activity of this institution.

It is the policy of this institution not to discriminate on the basis of sex in the admission requirements, educational programs, activities, or employment policies as required by Title IX in the Educational Amendments of 1972.

In conformance with the provisions of the Rehabilitation Act of 1973 and other applicable laws and regulations, Coastal Carolina Community College will not discriminate against any student, employee, or applicant for admission or employment because of physical handicaps.

The main campus of Coastal Carolina Community College has been designed with the elimination of physical obstacles in mind so that all buildings, washrooms, laboratories and classrooms are readily accessible to and usable by handicapped individuals.

Any student or prospective student who believes that discrimination has limited any educational opportunity, or any college employee who believes employment rights have been denied on the basis of discrimination, or any individual who desires information concerning the above policy should contact the following designated responsible employee.—Affirmative Action Officer and Title IX Coordinator, Room 35, Administration Building, Phone 455-1221, Ext. 225.

TWELVE-HOUR REGULATION

Students who wish to enroll for classes before obtaining official transcripts from high school and/or other educational institution attended may be admitted as "Special Credit" students. Admission as a special credit student does not constitute admission to any curricular program.

When students have been under special credit provisions and have maintained a C (2.0) average on at least twelve (12) quarter hours of credit, the Comparative Guidance and Placement (CGP) test requirements may be exempted.* A student seeking to enter a curriculum program from special credit status must complete all other admission requirements including the obtaining of transcripts from high school and other educational institutions attended.

*Students enrolled under veterans benefits and applicants to health occupations programs are not exempt from any admission requirement.

TRANSFER INFORMATION AND STUDENTS' RESPONSIBILITY

The College faculty and counseling staff will make every effort to assist students in planning appropriate transfer programs. The courses in the transfer curriculum have been designed to maximize transferability to area senior institutions. Nonetheless, acceptability of transfer courses may vary from one institution to another institution. It is thus the responsibility of students to work closely with appropriate faculty and counselors throughout their stay at the College to make course selections in order to maximize ease of transfer to the senior institution of their choice.

In general, applicants to senior institutions are considered for transfer if they have maintained an overall "C" average on course work attempted and are in good standing in other respects at the institution from which they are transferring. Also, in some instances, senior institutions will require applicants to take certain standardized tests to provide supplemental information on academic aptitude and/or achievement. Finally, although transfer is possible without completion of the two-year degree, the receipt of the degree is often beneficial to transfer students in gaining acceptance to senior institutions in that it demonstrates ability to persist in the achievement of a significant educational goal.

The transfer student should begin appropriate planning during the first quarter at the College in accordance with the following guidelines:

1. Consult with the assigned faculty advisor during your first quarter about your long-range educational and/or career goals and determine which senior institutions have appropriate educational programs for the achievement of these goals;
2. Discuss with your faculty advisor other factors that are important in choosing a senior institution, such as tuition cost, distance from home, institution size, and available extra-curricular programs;
3. Determine with your faculty advisor which senior institutions are best suited to you in relation to all factors considered;
4. Write and/or visit the chosen senior institutions to consult with appropriate admissions officers and/or faculty as to appropriateness of your planned course of study at Coastal and the appropriateness of the institutions for your particular goals;
5. Continue to consult with your faculty advisor on at least a quarterly basis to review your progress at Coastal in relation to your transfer goals, making any adjustments in planning that become desirable or necessary;
6. Apply to more than one senior institution of your choice at the earliest possible date during your second year at Coastal; and
7. Check by telephone or letter to insure that your completed applications have been received and are under consideration.

RESIDENCE STATUS OF TUITION PAYMENT N.C. GENERAL STATUTE 166-143.1

Provisions for determining resident status for tuition purposes:

(a) As defined under this section:

(1) A "legal resident" or "resident" is a person who qualifies as a domiciliary of North Carolina; a "non-resident" is a person who does not qualify as a domiciliary of North Carolina.

(2) A "resident for tuition purposes" is a person who qualifies for

the in-State tuition rate; a “non-resident for tuition purposes” is a person who does not qualify for the in-State tuition rate.

(3) “Institution of higher education” means any of the constituent institutions of The University of North Carolina and the community colleges and technical institutes under the jurisdiction of the North Carolina State Board of Community Colleges.

(b) To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his or her classification as a resident for tuition purposes. Every applicant for admission shall be required to make a statement as to length of residence in the State.

(c) To be eligible for classification as a resident for tuition purposes, a person must establish that his or her presence in the State currently is, and during the requisite 12-month qualifying period was, for purposes of maintaining a bona fide domicile rather than of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.

(d) An individual shall not be classified as a resident for tuition purposes and, thus, not rendered eligible to receive the in-State tuition rate, until he or she has provided such evidence related to legal residence and its duration as may be required by officials of the institution of higher education from which the individual seeks the in-State tuition rate.

(3) When an individual presents evidence that the individual has living parent(s) or court-appointed guardian of the person, the legal residence of such parent(s) or guardian shall be prima facie evidence of the individual’s legal residence, which may be reinforced or rebutted relative to the age and general circumstances of the individual by the other evidence of legal residence required of or presented by the individual; provided, that the legal residence of an individual whose parents are domiciled outside that State shall not be prima facie evidence of the individual’s legal residence if the individual has lived in this State the five consecutive years prior to enrolling or re-registering at the institution of higher education at which resident status for tuition purposes is sought.

(f) In making domiciliary determinations related to the classification of persons as residents or non-residents for tuition purposes, the domicile of a married person, irrespective of sex, shall be determined, as in the case of an unmarried person, by reference to all relevant evidence of domiciliary intent. For purposes of this section:

(1) No person shall be precluded, solely by reason of marriage to a person domiciled outside North Carolina, from establishing o

maintaining legal residence in North Carolina subsequently qualifying or continuing to qualify as a resident for tuition purposes;

(2) No person shall be deemed, solely by reason of marriage to a person domiciled in North Carolina, to have established or maintained a legal residence in North Carolina and subsequently to have qualified or continued to qualify as a resident for tuition purposes;

(3) In determining the domicile of a married person, irrespective of sex, the fact of marriage and the place of domicile of his or her spouse shall be deemed relevant evidence to be considered in ascertaining domiciliary intent.

(g) Any non-resident person, irrespective of sex, who marries a legal resident of this State or marries one later becomes a legal resident, may, upon becoming a legal resident of this state, accede to the benefit of the spouse's immediately precedent duration as a legal resident for purposes of satisfying the 12-month durational requirement of this section.

(h) No person shall lose his or her resident status for tuition purposes solely by reason of serving in the armed forces outside this State.

(i) A person who, having acquired bona fide legal residence in North Carolina, has been classified as a resident for tuition purposes but who, while enrolled in a State institution of higher education, loses North Carolina legal residence, shall continue to enjoy the in-state tuition rates or a statutory grace period. This grace period shall be measured from the date on which the culminating circumstances arose that caused loss of legal residence and shall continue for 12 months; provided, that a resident's marriage to a person domiciled outside of North Carolina shall not be deemed a culminating circumstance even when said resident's spouse continues to be domiciled outside of North Carolina; and provided, further, that if the 12-month period ends during a semester or academic term in which such a former resident is enrolled at a State institution of higher education, such grace period shall extend, in addition, to the end of that semester or academic term."

APPEAL:

A person may appeal an initial residency classification through Coastal Carolina Community College's Residency Appeals Committee.

REGULATIONS:

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials, are set forth in detail in A MANUAL TO ASSIST THE PUBLIC HIGHER EDUCATION INSTITUTIONS OF NORTH CAROLINA IN THE MATTER OF STUDENT RESIDENCE CLASSIFICATION FOR TUITION PURPOSES. Each enrolled student is responsible for knowing the contents of that MANUAL, which is the controlling administrative statement of policy on this subject. Copies of the MANUAL are available

on request at the Coastal Carolina Community College Library, or from the Dean of Student Affairs.

POLICY:

It is the policy of CCCC to classify each curriculum student according to his or her state of legal residence. The initial classification shall be done by admissions office personnel.

Students who seriously disagree with the residency classification as determined by the admissions office may, if they wish, file notice of appeal to the Dean of Students or his designee within twenty (20) working days of the date their classification notice is mailed. Such appeal notice must be in writing, must contain a simple declaration of intention of process and appeal before the campus residency committee, and must be personally signed by the student.

The Dean of Students shall, upon receipt of notice of appeal, prepare and transmit to the campus residency committee the complete institutional record with a letter acknowledging receipt of the petitioner's notice of appeal.

The campus residency committee, composed of the Dean of Instruction as Chairman, the Registrar, and one faculty member shall meet as needed to consider appeals. The student may be present and speak to clarify any statements in the record. The student may have an advisor present; however, only the student will be allowed to address the committee. In the event new substantive evidence is brought reclassification may be made by the committee after due consideration.

Decisions of the campus residency committee shall be forwarded in writing to the student and the Dean of Students within ten (10) working days of the date of decision.

TUITION

In accordance with the basic concept of comprehensive community colleges, all fees are nominal and are held to a minimum. The tuition rate is subject to change at the discretion of the State Board of Community Colleges. Tuition per quarter is as follows:

In-state students

12 quarter hours or more (full-time)	\$75.00
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Part-time students per quarter hour	6.25
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Out-of-state students

12 quarter hours or more (full time)	702.00
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Part-time students per quarter hour	58.50
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Senior Citizens (age 65 or older) are charged neither tuition nor registration fees.

FEES

Activity Fee (per quarter)	\$5.00
Insurance Fee per year (optional)	7.50

TUITION REFUND POLICY

Tuition refunds will be made only if the student is compelled to withdraw for the following reasons: (1) death in the family or (2) illness requires doctor's certification). In such cases two-thirds ($\frac{2}{3}$) of the student's tuition may be refunded, provided the student withdraws within ten (10) calendar days after the first day of classes. The activity fee is not refundable.

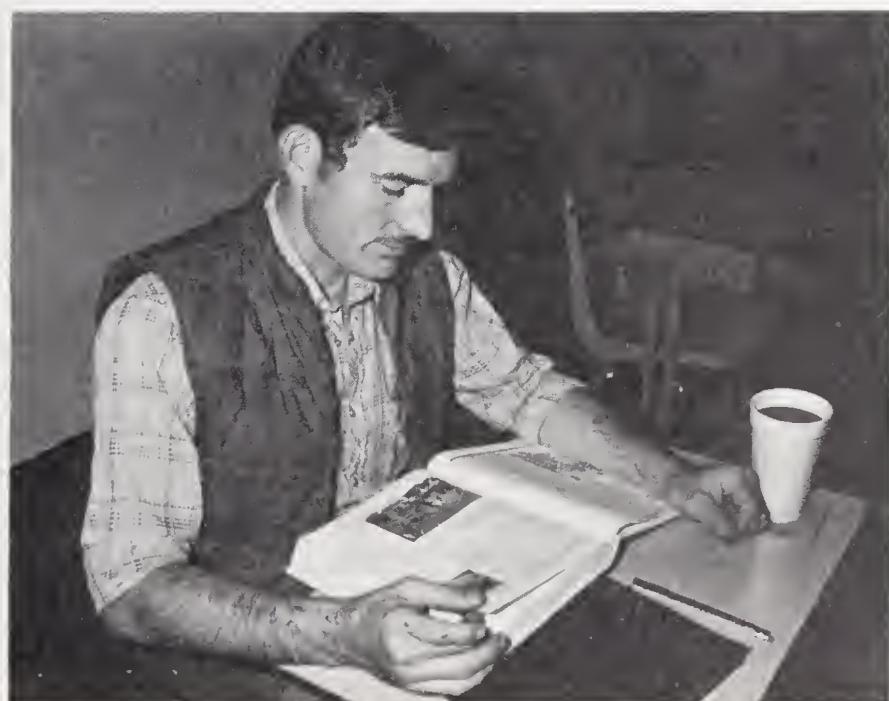
Refunds will not be considered for tuition of five (\$5) dollars or less. In cases where a course or curriculum fails to materialize, all the student's tuition shall be refunded.

In order to apply for a refund, the student must officially drop classes in the registrar's office, then make a request to the business office for refund and receive an official copy of the drop form.

The refund policy is subject to change at the discretion of the State Board of Community Colleges.

BOOK COSTS

Students are required to purchase the necessary textbooks for courses. The estimated cost is \$60-\$100 per quarter. Book costs are usually higher for the Fall Quarter than at other times. Certain curricula require equipment other than books, which increases the costs. Books may be purchased from the college bookstore.



ACADEMIC REGULATIONS

STUDENT RESPONSIBILITY

All students are responsible for the proper completion of their academic program, for knowledge of regulations and policies as listed in the college catalog and student handbook, and for maintaining the grade average required for good standing. Faculty advisors and members of the counseling staff will assist and advise, but the final responsibility remains that of the student.

Students are responsible for maintaining communication with the college by keeping on file with the Registrar's Office at all times a current, local address and telephone number.

REGISTRATION

All students are required to register at the beginning of each quarter of attendance. No credit can be granted for courses in which the student is not properly registered. Students attending class for which they are not officially registered will receive neither a grade nor quarter hours credit for the course. Registration instructions are published prior to each registration period.

QUARTER HOURS

The unit of measurement for credit purposes is the quarter hour. One (1) quarter hour represents the credit earned in a course that is scheduled for one (1) class hour per week for a quarter of eleven (11) weeks, except that for laboratory work, two (2) or more class hours in the laboratory are required for a single quarter hour of credit. Most courses meet three (3) hours a week and have a credit value of three (3) quarter hours. Generally a student will have to spend two (2) clock hours in preparation for one (1) class hour.

COURSE LOAD

The registration of every student is subject to the approval of their faculty advisor. A student who is registered for 12 or more quarter hours of course work is considered a full-time student; however, in order to maintain satisfactory progress toward a degree or diploma, a student is expected to carry a normal course load of 16 to 18 quarter hours. No college transfer student may carry in excess of 18 credit hours without permission of the Dean of Student Affairs or the Registrar.

No student in the Criminal Justice or the Commercial Programs will be allowed to carry in excess of 20 credit hours of the normal total credit hours per quarter without permission of the Dean of Student Affairs or the Registrar.

Students whose names appear on the Dean's List for the previous term and who have at least a 3.0 cumulative average may enroll for a maximum of 21 quarter hours during a regular term.

Students on academic probation are limited to 12 quarter hours, and students who work part-time or full-time should reduce their course load accordingly.

A maximum of two (2) Physical Education courses may be taken in any given quarter.

AUDITING COURSES

Students who wish to audit courses must register through regular channels. Auditors receive no credit but are expected to adhere to the same attendance policy as credit students. Auditors will be charged the same fee as students taking courses for credit. An audit cannot be changed to credit or credit to audit after the deadline for adding courses.

CHANGE OF NAME, ADDRESS, OR CURRICULUM

Students are responsible for notifying the Registrar's Office of all name, address or curriculum changes. This is necessary to keep all records in proper order. Curriculum Change Request forms may be obtained from the Registrar's Office.

WITHDRAWALS, ADDING, OR DROPPING COURSES

A student who finds it necessary to drop or add a course or to completely withdraw from the college should secure a "drop-add" form from the Registrar's Office.

Courses may only be added during the period designated by the college calendar or during the first five (5) school days of the quarter.

In order to **OFFICIALLY** drop a course, students MUST complete the following steps:

1. Complete all required information on the "drop-add" form.
2. Have the instructor initial the completed form.
3. Have your advisor sign the completed form.
4. Have the Financial Aid Officer initial the completed form.
5. Return the form to the Registrar's Office for final processing.

In order to **COMPLETELY WITHDRAW** from school, students must complete the following steps:

1. Complete all required information on the "drop-add" form.
2. Have a member of the counseling staff sign the completed form.
3. Have the Financial Aid Officer sign the completed form.
4. Return the completed form to the Registrar's Office for final processing.

The Registrar's Office will notify all instructors as necessary whenever courses are dropped or in case of a complete withdrawal.

For courses officially dropped after the first ten (10) calendar days of a regular quarter, the grade of "W" will be reported.

A student may not withdraw or drop a class within twenty (20) days of the end of a regular quarter for reasons other than those of a documented medical or emergency nature.

A student who leaves college after the first five (5) school days without obtaining an official withdrawal will receive an "F" for each course regardless of academic standing at the time of departure. An official withdrawal will not change a failing grade given for violation of the attendance policy for reasons other than those of a documented medical or emergency nature.

TRANSFER OF CREDITS

Educational work completed by students in other accredited institutions may, where applicable, be credited toward graduation requirements of Coastal Carolina Community College. In order to be eligible for graduation the transfer student is required to enroll for and successfully complete all additional curriculum courses for which transfer credit was not received. The maximum credit transferable from another institution and the total allowed from all sources combined, including credit by exam at this college, is sixty-six (66) quarter hour toward any Associate in Arts, Associate in Science or Associate in Fine Arts Degree. The maximum credit transferable from another institution and the total allowed from all sources combined, including credit by exam at this college, is sixty (60) percent of the required hours toward any Associate in Applied Science Degree, Diploma or Certificate.

The college grants credit where applicable for military service school in accordance with the recommendations of the American Council on Education's *GUIDE TO THE EVALUATION OF EDUCATIONAL EXPERIENCES IN THE ARMED SERVICES*. Credit recommended must be consistent with the requirements and objectives of a curriculum in order to be granted. Students should be aware that the transferability of these credits is totally at the discretion of the receiving institution and that Coastal Carolina Community College makes no guarantee concerning such transfer.

Course work over fifteen (15) years old may not be accepted. Evaluation of such credits will be on an individual basis.

Transfer credit will normally be allowed only for applicable courses in which a grade of "C" or higher has been earned. Grades of "D's" will be considered for transfer in sequence courses or in special cases. (The student should understand that this credit allowance for "D's" is only for meeting graduation requirements at this institution and may not be accepted in all programs.)

where acceptable at a senior college to which the student may later transfer.) In all cases the cumulative grade point average of all courses accepted for transfer must be at least 2.0 ("C" equivalent).

No grade on applicable science courses of less than "C" will be accepted for transfer toward credit in health occupations curriculum without approval of the Departmental Head and Registrar.

CREDIT FOR CORRESPONDENCE WORK

Ten (10) quarter hours of credit for correspondence courses applicable to courses offered at Coastal Carolina Community College may be accepted as transfer toward the Associate Degrees. Such courses must have been taken within the correspondence program of an accredited institution.

CREDIT FOR WORK EXPERIENCE

College transfer or technical credit for work experience cannot be allowed except through the organized and supervised cooperative education program. Academic credit is not allowed for previous work experience outside of the supervision of the college; however, a student may challenge relevant courses by examination.

COLLEGE LEVEL EXAMINATION PROGRAM

The college grants credit for the College Level Examination Program (CLEP) General and Subject Examinations. Total credit allowed for the CLEP (general and subject examinations) will not exceed 25 quarter hours. Students desiring credit must have scores submitted to the Registrar's Office for evaluation.

CREDIT BY EXAMINATION

Coastal Carolina Community College will grant credit by examination in lieu of regular class enrollment and participation for courses designated by the appropriate dean in consultation with the faculty of the concerned academic discipline. Any full-time or part-time students currently enrolled are eligible to earn credit by examination for any designated course in which they have not officially participated previously.

The student desiring to take an examination must initiate a request with the appropriate dean and explain the reasons and justification for the request. If the dean in consultation with the appropriate faculty approves the request, the student will register for the course at the Registrar's office. The student must then arrange for the examination with the chairman of the division offering the course. A copy of the

registration form must be presented to the faculty member administering the examination. All examinations must be completed within the first five (5) days of the quarter. The faculty member will report the results of the examination to the registrar, the appropriate dean and the student.

There will be no penalty for an unsatisfactory grade on an examination, but the student will be allowed only one chance to challenge any one course by examination.

Standardized tests, selected by the appropriate division, will be used unless such tests are not available. If standardized tests are not available, local tests, prepared by the appropriate division and approved by the appropriate dean, will be used. National norms are usually available for standardized tests; these will be considered in determining whether or not the student has performed satisfactorily on the test. On local teacher-made tests, a grade of 85% or higher will be required for passing the test. Examination in courses requiring mechanical skill will include satisfactory demonstration of those skills.

Credits earned by examination are considered in the same way as transfer credits and are not used in the computation of the student's grade point average.

INDEPENDENT STUDY

Any student requesting to take a course in independent study will be approved by both the dean responsible for the curriculum in which the student is enrolled and the Dean of Student Affairs.

The student will be permitted to enroll for a course in independent study when the following conditions are met:

1. The course is not offered or is in schedule conflict with another required course and is needed for the student to qualify for graduation.
2. The student has a cumulative GPA of not less than 3.0.
3. The student selects an instructor who agrees to serve as the course advisor for the quarter of independent study.
4. The student has completed 25 quarter hours of study at Coastal Carolina Community College.
5. The course instructor and faculty advisor have recommended that the student be allowed to register for the course in independent study.

Any deviation from this policy will be justified by special circumstance judged to be to the best interest of a given student by the appropriate dean and the Dean of Student Affairs.

The regulations that apply to independent study are as follows:

1. The student will meet with the course advisor for not less than one hour per week for each five hours of credit to be earned;

2. The student will schedule attendance in the General Studies Center the remaining hours required in attendance for the course (e.g., five-hour credit course one hour per week with the instructor, and four hours per week in the General Studies Center);
3. Arrangement must be made with the course advisor for any laboratory experience required for the course;
4. Any videotapes or other media materials will be used in connection with the General Studies Center. The course advisor will make available to the General Studies Center course outlines, handout materials, and any other instructional materials the student will be expected to use in study;
5. Independent study cannot be counted for certification for veterans benefits;
6. Work schedules do not constitute justification for enrolling in independent study;
7. No faculty will be allowed to supervise more than one student enrolled in independent study during a given quarter;
8. No student will be allowed to accumulate credit for more than two courses in independent study.

CLASS REPEAT RULES

It may be necessary to repeat courses for which a student received failing grade. When a course is repeated, each attempt will be recorded and counted in determining the student's grade point average.

TWO-YEAR RULE

Any student with a GPA of below 2.00 who has not attended Coastal Carolina Community College for two or more years and who is accepted for readmission may make a request in writing to the Office of Student Affairs for re-entry under the provisions of the two-year rule.

If a student is re-admitted under the provisions of the two-year rule, then only those courses for which the student received a grade of "C" or better will be used for academic credit. The student's grade point average will be based only on work attempted after re-admission.

If re-entry under the two-year rule is not approved, the student's GPA, credit hours, and grades will continue as if no break had occurred.

A student may elect to have this two-year rule applied only once. A student choosing to have the rule applied or not applied may not later reverse the option.

Students wishing to use this rule should contact the Registrar or Dean of Students to obtain procedural information and to initiate action. The student wishing to use this rule should initiate action no later than the end of the first quarter of enrollment after eligibility.

NOTE: When a student transfers from one college to another, the receiving institution usually considers all work attempted at all previous colleges and requires an overall "C" average for admission. The forgiveness feature of this rule may effect the student's grade point average at Coastal Carolina Community College only. It is therefore extremely important that potential transfer students clearly understand and give careful consideration when using this policy. They should seek guidance from their receiving institution as well as from Coastal Carolina.

ATTENDANCE

Coastal Carolina Community College is committed to the principle that class attendance is an essential part of its educational program. While urging regular class attendance, the college at the same time desires to allow students an opportunity to develop a sense of personal responsibility toward their studies.

For all classes, absences shall not exceed the equivalent of one week of instruction. Laboratory hours and class hours are not interchangeable in the application of this policy. Example - A student in BIO 101 is allowed only (3) three class absences and (1) one lab absence, not (4) four lab absences and (4) four class absences.

It is the responsibility of the student to understand and to abide by the announced attendance policy. Each student is accountable for any work missed because of class absence. Those students who incur absences in excess of the attendance policy will be dropped from the course with a failing grade. When a student has been dropped from a course, he or she may request reinstatement by the instructor. Negative decisions by the instructor may be appealed to the attendance committee.

SERVICEMEMBERS OPPORTUNITY COLLEGES

Coastal Carolina Community College has been designated as an institutional member of Servicemembers Opportunity Colleges (SOC), a group of over 400 colleges and universities providing voluntary post secondary education to members of the military throughout the world. As a SOC member, Coastal Carolina Community College recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences. SOC has been developed jointly by educational representatives of each of the Armed Services, the Office of the Secretary of Defense and a consortium of thirteen leading national higher education associations; it is sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community and Junior Colleges (AACJC).

RADING SYSTEM

Official grades are issued for each student at the end of each quarter. Students enrolled in curriculum programs will be graded by the letter grade system shown below.

	Numerical Grade	Quality Points Per Quarter Hours
—Excellent	93-100	4
—Good	85-92	3
—Average	77-84	2
—Below Average	70-76	1
—Unsatisfactory	Below 70	0
U—Audit		

E—Credit by Examination: Awarded for successful completion of institutional examination—carries credit earned, but is not figured in grade point average.

Incomplete: This indicates failure to complete certain course requirements because of extenuating circumstances. It is the responsibility of the student to see that incompletes are removed by the end of the ninth week of the succeeding term or the grade becomes an "F".

Official Withdrawal: Grade reported for a student who officially withdraws from a class—carries no credit and no penalty.

Unofficial Withdrawal for Audits: Grade reported for an audit student who ceases attendance without officially notifying the school—carries no credit and no penalty.

Unofficial Withdrawal: Grade reported for a student who ceases attendance without officially notifying the school—averaged as an "F".

STUDENT CLASSIFICATION

Full-time Student—a student enrolled with twelve (12) or more quarter hours of credit.

Part-time Student—a student enrolled with fewer than twelve (12) quarter hours of credit.

Freshman—a student who has completed with a passing grade less than forty-five (45) quarter hours of credit.

Sophomore—a student who has completed with a passing grade forty-five (45) or more quarter hours of credit.

PRESIDENT'S LIST

At the close of each quarter, regular students who are carrying a full load (courses leading to a diploma or degree) will be included on the President's List, providing they have no grades of "I" or no grade lower than an "A".

DEAN'S LIST

At the close of each quarter, regular students who are carrying a full load (courses leading to a diploma or degree) will be included in the Dean's List, provided they have no grades of "I" or no grade lower than a "B" and provided that the quality point average of all their grades for that quarter is 3.25 or better.

STANDARDS OF PROGRESS

Records of progress are kept by this institution on veteran and non-veteran students alike. Progress records are furnished the students veterans and non-veteran alike, at the end of each scheduled school term.

CONDITIONS FOR RECERTIFICATION OF G.I. BILL STUDENTS

1. Apply for readmission
2. Be approved for readmission by a counselor
3. Carry no more than 13 credit hours (less if directed by counselor)
4. Maintain a minimum of a 2.00 average per quarter
5. G.I. Bill students will not be recertified until they meet the standards prescribed in the catalog for continuance in school.

G.I. Bill students who are taking non-credit courses will have their VA educational benefits terminated for "Unsatisfactory Progress" if they accumulate over ten (10) hours of "F's". They will not have their educational benefits recertified until they have been approved by a counselor and have maintained better than a 2.00 average for at least one quarter.

ACADEMIC PROBATION AND SUSPENSION

At the end of each quarter, each student's cumulative and quarterly grade-point averages are computed. Students' academic progress is compared with the following chart to determine their eligibility to continue in school.

**QUALITY POINT AVERAGE TO DETERMINE CONTINUANCE
IN SCHOOL
TWO-YEAR CURRICULA**

All Quarter Hours Credit Attempted*	Quality Point Average Below Which Student is on Academic Suspension	Quality Point Average Below Which Student is on Academic Probation
1-16		1.25
17-32	1.00	1.50
33-48	1.30	1.85
49-64	1.60	1.95
65-80	1.85	2.00
81-Over	2.00	2.00

Graduate - 2.0

ONE-YEAR CURRICULA

All Quarter Hours Credit Attempted*	Quality Point Average Below Which Student is on Academic Suspension	Quality Point Average Below Which Student is on Academic Probation
1-17		1.30
18-34	1.30	1.70
35-51	1.70	2.00
52-Over	2.00	2.00

Graduate - 2.0

Students are encouraged to maintain a record with their total hours attempted at the college in order to interpret the above table. Academic counselors are available to assist any student to correctly interpret the table.

Probation: A student whose cumulative average falls below that required for good standing but above the level of suspension will be placed on Academic Probation for the next quarter of attendance.

All students on probation must continue their studies under the guidance of their assigned counselor who may limit their enrollment to twelve (12) credit hours for the quarter. These students must report to their assigned counselor as often as is required. After planning a schedule of classes with their advisors for the next quarter, they must have their schedule approved by their counselor who may continue to limit their enrollment to twelve (12) credits.

NOTE: G. I. Bill students will have their educational benefits terminated for unsatisfactory progress after the second consecutive quarter of probation.

Suspension: A student whose cumulative average falls below that required for continuance on probation will be suspended for one quarter. A student who moves from good standing to suspended status will be granted one quarter of probation in which to improve his or her academic standing. A student may enroll in summer sessions to make up deficiencies in order to be reinstated.

A student who has been academically suspended twice from an associate degree program may be considered for admission into a vocational trade program providing admission standards as specified in the catalog are met.

Readmission: If a student wishes to return to the College after his or her suspension has expired, he or she will be placed under previous probationary requirements unless deficiencies were removed. A student may apply for readmission with the Admission Office after the suspension period has passed.

ACADEMIC STANDARDS FOR DEVELOPMENTAL STUDIES

Students taking developmental courses are expected to maintain a "C" average on all work attempted to remain in good standing. Students taking developmental courses who fall below the "C" average will be placed on probation for one quarter. If the student who is placed on probation does not raise his or her overall average to the "C" during the probationary period, he or she will be dropped. When a student is dropped from the developmental program for academic reasons, he or she may enroll in the CCCC General Studies Center until such time as the Director of Admissions recommends readmission.

Students will be given a maximum of three quarters of study in the developmental program. When a student who is enrolled full-time in the developmental studies is ready to go into regular curriculum studies he or she must visit with a guidance counselor and initiate a Curriculum Change Request. After the Curriculum Change Request form has been completed, the student must turn it in to the Registrar's Office.

GRADE POINT AVERAGE POLICY FOR DEGREE PROGRAMS

Students will maintain their original grade point average when they move from one associate degree curriculum to another. This applies to students in Associate Degrees moving to Associate in Applied Science Degree and vice versa. However a student moving from a Diploma Curriculum to an Associate Degree Curriculum would begin with a new average and vice versa.

RIGHT OF APPEAL RELATED TO COURSE GRADES RECEIVED

It is recognized that there may be individual cases in which a student should be allowed to make a formal appeal related to grades assigned for particular courses taken at the college. The following procedure will enable a student to exercise this right.

1. The student will approach the instructor to determine that there has been no mistake and to present his or her case.
2. If the case is not resolved by the instructor, the student will make an appointment with the appropriate dean (college transfer or occupational) who will hear his or her appeal.
3. Any cases not resolved by the steps taken above will be allowed to appear before the Dean of Instruction.
4. The Dean of Instruction will require both the instructor and student to present their cases and will render judgement.
5. Decisions obtained by this process will be recognized as final.
6. All above procedures must be completed within forty-five (45) days after student grades have been assigned and mailed.

PRIVACY OF EDUCATIONAL RECORDS

Access to student educational records is regulated by the Family Educational Rights and Privacy Act of 1974. This act provides for the privacy of an individual's educational record and establishes the right of students to inspect and review their records.

Coastal Carolina Community College supports the rights and privacies afforded each student by the act and is in compliance with its provisions. Within Coastal Carolina Community College only those persons, individually or collectively, acting in the student's educational interest are allowed access to student educational records. Included are personnel in the Student Service Office, the Dean of Instruction's Office, the Business Office, instructors, advisors and other academic personnel within the limitations of their need to know.

No other persons shall have access to nor will the college disclose, other than directory information, from students' records without the written consent of the student. At its discretion, the college may provide directory Information in accordance with the provisions of the Act to include: Student's name, address, telephone number, date and place of birth, major field of study, dates of attendance, participation in officially recognized activities, degrees and awards received and the most recent previous educational institution attended by the student.

Students have the right to withhold disclosure of Directory Information by completing a request for non-disclosure of Directory Information in the Registrar's Office. Requests for non-disclosure must be filed annually.

The college assumes that failure on the part of any student to file a request for non-disclosure indicates approval for disclosure.

Student records (admissions papers, registrations, grades and other supporting data) are maintained in the Registrar's Office. Any student wishing to challenge the content of his educational records should notify the Registrar in writing.

POLICIES RELATING TO DISRUPTIVE CONDUCT

Coastal Carolina Community College honors the right of free discussion and expression, and peaceful picketing and demonstrations, the right to petition, and peaceably to assemble. That these rights are a part of the fabric of this institution is not questioned. It is equally clear, however, that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the rights of other members of the community cannot be tolerated. Accordingly, it shall be the policy of the college to deal with such disruption, destruction, or interference promptly and effectively, but also fairly and impartially without regard to race, religion, sex, or political beliefs.

Coastal Carolina Community College does not allow the dissemination on campus of information or literature by individuals, groups, or organizations known to advocate racial or ethnic discrimination, violence, or disruptive conduct.

DEFINITION OF DISRUPTIVE CONDUCT

Any student, who with the intent to obstruct or disrupt any normal operation or function of the college or any of its components, engages or invites others to engage, in individual or collective conduct which destroys or significantly damages any college property, or which impairs or threatens impairment of the physical well-being of any member of the college community or which because of its violent, forceful threatening or intimidating nature or because it restrains freedom of lawful movement, or otherwise prevents any member of the college community from conducting his/her normal activities within the college shall be subject to prompt and appropriate disciplinary action, which may include suspension, expulsion or dismissal from the college.

The following, while not intended to be exclusive, illustrate the offenses encompassed herein, when done for the purpose of obstructing or disrupting any normal operation or function of the college or any of its components: (1) occupation of any college building or part thereof with intent to deprive others of its normal use; (2) blocking the entrance or exit of any college building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, said building or

corridor or room; (3) setting fire to or by any other means destroying substantially damaging premises; (4) any possession or display of, attempt or threat to use, for an unlawful purpose, any weapon, dangerous instrument, explosive or inflammable material in any college building or on any college campus; (5) prevention of, or attempt to prevent by physical act, the attending, convening, continuation or orderly conduct of any college class or activity or of any lawful meeting or assembly in any college building; (6) blocking normal pedestrian or vehicular traffic on or into any college campus.

ARCOTICS, ALCOHOLIC BEVERAGES, AND STIMULANT DRUGS

A student shall not knowingly possess, use, transit, or be under the influence of any narcotic drug, hallucinogenic drugs, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind on the college campus during and immediately before or immediately after school hours, or at any other time when the college is being used by any group.

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.

GENERAL BEHAVIOR IN CLASS

No soft drinks, snacks, etc., are to be brought into any classroom. All students are reminded that such items may be more appropriately enjoyed within the premises of the college snack bar.

SMOKING

There will be no smoking in classrooms, laboratories, or shops.

HEATING

Any student engaged in any act recognized as cheating in reference to the taking of an examination, plagiarism, or copying another student's efforts may be dropped from the class with a failing grade. Any student caught cheating will automatically be removed as an officer of a CCCC campus club and/or relinquish a title or cease to represent the college in any capacity. If the seriousness of the situation warrants such action, the student may be suspended from the college.

STUDENT IDENTIFICATION

Students are required to provide identification to any school personnel upon request while on campus or any activity sponsored by the school off campus.

POLICY FOR CHILDREN ON CAMPUS

No student, faculty member, or employee of the College will bring his/her children or other children with him/her to class or work. There will be no exceptions. Appropriate disciplinary measures will be taken if this occurs. In the event that children are needed for classroom demonstrations, etc., written approval from the appropriate dean or supervisor must be secured. Children visiting the Dental Laboratory will be exempt if their reason for being there is for dental care.

No child will be left unattended in any area on the campus including the snack bar, parking lots, Learning Resources Center and athletic field.

DISCIPLINARY PROCEDURES

1. In cases involving conduct which is disruptive to the educational process, the person may be required to leave the campus, classroom or other location immediately. In cases of less severe but disruptive conduct, the person may be warned and if the disruptive behavior continues may be required to leave the campus, classroom or other location.
2. The appropriate administrator, staff, or faculty should provide written notification to the person with a copy to the Dean of Student Affairs stating what misbehavior has taken place in cases where one is required to leave the campus, classroom, or other location or where one is warned that such action may be taken.
3. Persons required to leave for disruptive conduct will be disenrolled and will not be allowed to re-enroll without permission of the Dean of Student Affairs. A second disenrollment for disruptive conduct will be final.

Cases involving misconduct by students will be handled according to the following procedures in order to insure "due process":

1. The person accused will be provided written notice from the disciplinary action committee or administration of the charge against him or her.
2. The person accused will be provided a hearing by the Disciplinary Action Committee.
3. The person accused may inspect all affidavits, documents, and other evidence to be used against him or her.
4. The person accused may have the assistance of legal counsel if desired. (This does not mean that such counsel will be provided at public expense.)

RIGHT OF APPEAL

Any student found guilty by any committee or other school authority of violating any provision, regulation, or policy of the college; or who is placed on academic probation or suspension shall have the right to appeal the finding and/or discipline imposed upon him or her to the president of the college. Any such appeal shall be in writing, shall be based solely upon the record, and shall be limited to one or more of the following grounds: (1) that the finding is not supported by substantial evidence; (2) that a fair hearing was not accorded the accused; or (3) that the discipline imposed was excessive or inappropriate.

It shall be the responsibility of the president to make prompt disposition of all such appeals, and his decision shall be rendered within thirty (30) days after receipt of the complete record on appeal.

RANSRIPT

Student permanent records are maintained in the Registrar's Office which indicate the educational progress of all students. One copy of the student's permanent record is sent to other institutions as requested.

GRADUATION

Upon recommendation of the faculty and the approval of the Board of Trustees, an appropriate certificate, diploma or degree will be awarded to the students who have successfully completed the requirements of the curriculum in which they were enrolled. A minimum of a 2.0 average and the satisfactory completion of an approved program of study is required for graduation.

All students are required to file a Request for Degree at the time of registration for their final quarter of study.

CATALOG OF RECORD

A student who is in continuous attendance (summer quarter excepted) may graduate under the provisions of the catalog in effect on his date of entry or he has the option of choosing the requirements of a subsequent revised issue. A student who is not in continuous attendance must graduate under the provisions of the catalog in effect on his last re-entry date, or a subsequent issue.

EGISTRATION OF VEHICLES

All motor vehicles operated regularly on campus must be registered with the receptionist in the Administration Building. This includes vehicles operated on campus by students, faculty, or staff, even though the vehicle may be owned by a third party who does not operate the

vehicle on campus. A motor vehicle not properly registered, licensed, and insured by the North Carolina Department of Motor Vehicles, or other competent government agency, may not be operated on Coastal Carolina Community College property. All vehicle operators must be properly licensed and have a CCCC parking permit permanently affixed to the left rear bumper.

SPEED

The speed limit on campus is set at a maximum of 15 MPH. This does not relieve drivers of the responsibility of operating vehicles at a reasonable and prudent speed and driving slower when circumstances require a speed of less than 15 MPH.

PARKING

Parking will be permitted in designated areas only. Signs or markings indicating that parking spaces are designated for certain persons or groups will be observed. Parking on grass or unpaved areas which are not normal parking areas is prohibited. Traffic tickets will be issued for parking violations. The fine for each offense shall be five dollars (\$5.00). Those with overdue parking violations will not be allowed to take final exams until fines are paid at the Business Office. The towing law will be enforced.

CHANGE OF CURRICULUM

In order to fulfill required checks on student progress for financial aid and veteran's assistance programs and to check progress toward graduation, student records are maintained with reference to the particular curriculum in which they are enrolled. Students who wish to change their program of study should secure a Curriculum Change Request form from the Registrar's Office. The completed form must be signed by the student's advisor and returned to the Registrar's Office before the change is made.

STUDENT PERSONNEL SERVICES

COUNSELING

Professionally trained counselors will assist students at Coastal Carolina Community College with educational, occupational and personal problems. Counseling services are available to every student from pre-admission through graduation. Students are encouraged to seek guidance from the counselors when the need exists.

FACULTY ADVISING

Each student receives initial counseling and enrollment advice from an admission counselor. After the first quarter of enrollment, the student is assigned a faculty advisor by the Office of Student Affairs. Advisors, as well as counselors, will make every effort to provide effective guidance to students; however, the final responsibility for meeting all academic requirements rests with the student.

ORIENTATION

New students are expected to participate in an orientation program designed to promote rapid and sound adjustment to the educational philosophy, program, and standards of the college.

HOUSING

The college does not have dormitory facilities. Students wishing to live away from home must arrange their own living accommodations. However, the Student Affairs Office will assist in any way possible to help students find housing accommodations. The college does not assume responsibility for the supervision of housing.

STUDENT HEALTH

The college does not provide medical, hospital, or surgical services. Medical services are available at the emergency room of Onslow Memorial Hospital. A doctor is on call twenty-four (24) hours a day at the hospital.

Students are encouraged to carry accident insurance which is made available through the college at minimum cost.

PLACEMENT

Placement services are available through the Student Affairs Office. Students are encouraged to use these services.

STUDENT FINANCIAL ASSISTANCE

Every available program of financial assistance is provided by the college to ensure educational opportunity for the individual. Grants, scholarships, loans, and employment opportunities are included in the student financial assistance program. Most financial awards are based on the financial needs of the recipients after determination of a reasonable family contribution by ACT or CSS.

Applications for ACT or CSS and additional information may be obtained at the Financial Aid Office. Financial assistance should be applied for at least eight (8) weeks prior to the registration date of the quarter for which it is required.

SPECIAL ACADEMIC AWARDS:

THE PEREZ CUBILLAS AWARD is an academic award presented during graduation exercises to the student of Dr. Violeta Fischer with the best academic record in Spanish 101, 102, 201, and 202 for each academic year. This award is given in memory of her late father, I. Jose Perez Cubillas, a professor at Havana University for over thirty-five years.

SCHOLARSHIPS:

Local:

Scholarships are awarded by the following individuals and organizations:

Alpha Kappa Alpha

American Business Women's Association

Janerion Chapter

El Rio Nuevo Chapter

Swansboro

Wentletrap

Britthaven

Burger King

CCCC Association of Educational Office Personnel

Camp Lejeune Officers Wives' Club

Catholic Daughters of America

Century 21—Home Realty

Eastern Star

Hillhaven

Jacksonville—Camp Lejeune Bowling

Jacksonville High School

Jacksonville Jaycees

Jacksonville New River Rotary Club

Jacksonville/Onslow Homebuilders and Auxiliary

Jacksonville Rotary Club
Kennedy-Oldsmobile
NAHB Jacksonville/Onslow Homebuilders
NC National Guard
National Student Nurse
New River Air Station Officers Wives' Club
N. C. Association of Educational Office Personnel
N. C. Department of Veteran Affairs
National Marine Corps Scholarship Foundation Inc.
Onslow County Association of Educational Personnel
Onslow County Hospital Auxiliary
SAT
SNCO Thrift Shop
Staff Noncommissioned Officers Wives' Club
Stanadyne
Swansboro High School
Swansboro Rotary Club
White Oak Spanish Club
Zeta Phi Beta
Scholarships awarded by the college for the following individuals and organizations
Carolina Telephone College Transfer Scholarship
Carolina Telephone Scholarship
David Brody Scholarship
East Carolina Engineers Club
Everett-Bishop Scholarship
Lloyd Bryan Respass Memorial Scholarship
N.C. Community College Scholarship
N. C. Sheriffs' Association Scholarship
Piggly Wiggly/Leon Ward Sylvester
Jerry Popkin Memorial Scholarship
Roberk Division Parker-Hannifin Corporation Scholarship
Society of American Military Engineers Scholarship
Southerland Electric Company Scholarship
Richard Allan Suls Memorial Scholarship
Wachovia Technical Scholarship
W. B. Vatcher
Weyerhaeuser Vocational/Technical Scholarship

COASTAL CAROLINA COMMUNITY COLLEGE FOUNDATION SCHOLARSHIPS

Value of scholarships is \$500 for students enrolled in four-quarter programs and \$750 for students enrolled in six-eight (6-8) quarter programs, prorated at \$125 per quarter. Criteria includes: (1) must be a full-time student (2) must not withdraw longer than one quarter (3) maintain a cumulative grade average at or above the level required for graduation and (4) be a graduate from an Onslow County High School. Scholarships will be open to vocational diploma students, technical students and college transfer students. Some emergency loan funds are available through the foundation.

SCHOLARSHIPS RELATED TO PROFESSIONS:

THE JULIETTE A SOUTHARD SCHOLARSHIP TRUST FUND of the American Dental Assistants' Association provides tuition scholarships for Dental Assistant Education. The fund is named for the founder of the American Dental Assistants' Association and is supported entirely by voluntary donations. At the beginning of 1973 scholarship awards ranged from \$100 to \$1,000.

THE CERTIFICATE SCHOLARSHIP PROGRAM for dental hygiene administered by the American Dental Hygienists' Association provides financial assistance to second-year students enrolled in the college associate degree program. Funds are provided by donations from professional organizations, supporting industries and interested agencies and individuals. Scholarships range from \$300 to a maximum of \$3,000 which is based on the recipient's financial need. Applications must be received by the American Dental Hygienists' Association before April 1.

THE PROSPECTIVE TEACHER'S SCHOLARSHIP LOAN PROGRAM administered by the Department of Public Instruction provides awards of \$2,000 each academic year. Selection of recipients is based on such factors as the greatest demand for teachers of particular subjects or areas and financial need. After graduation, one scholarship loan note is canceled for each year taught.

TWO-YEAR TEACHING GRANT PROGRAM FOR COLLEGE JUNIORS AND COMMUNITY COLLEGE GRADUATES (N.C. TEACHING FELLOWS) Selection of recipients of these \$2,000/year loan scholarships occurs each spring. Applications, available at CCC must be completed in February. Selections are announced in March. Limited to prospective teachers of math, physics, chemistry, economics, computer education, political science, second languages, academically gifted, and vocational handicapped. (Applies to junior and senior year studies at 44 North Carolina colleges and universities.)

GRANTS:

PELL GRANT (FORMERLY THE BASIC EDUCATIONAL OPPORTUNITY GRANT (BEOG) provides the recipient with a base amount of financial assistance. Recipients may attend the college with the aid of their family and may apply for additional funds from other programs to meet the total cost of their education. Such factors as total funds allocated by Congress for the Federal grant program, cost of education, and expected family contribution determine the award amount.

THE SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT PROGRAM is funded by the Federal Government for students with exceptional financial needs. The students are recipients of awards since they would be unable to continue their education without a grant. Additional financial aid is awarded to the recipients from the other programs.

LOANS:

Local Short-Term Emergency loans; Local loans are made available by the following individuals and organizations:

Auto Mechanics Loan Fund
The Gene Johnson Memorial Fund Loan
Jacksonville Department Store
Jacksonville Kiwanis Club
New River Pharmacy
S. E. Wainwright

LONG-TERM LOANS:

THE NATIONAL DIRECT STUDENT LOAN (NDSL) PROGRAM is funded by the Federal Government and the College. The loan amount is determined in relation to the student's financial need. Interest at the rate of five (5) percent begins to accrue at the beginning of the repayment period. The repayment period begins six (6) months after the student terminates at least half-time enrollment.

THE INSURED STUDENT LOAN PROGRAM allows legal residents of North Carolina to obtain loans related to their financial needs. The program is administered by College Foundation, Inc., Raleigh, North Carolina. It is funded by North Carolina banks, loan companies, and insurance companies. Loans are insured by the State Education Assistance Authority; and under certain circumstances, the Federal Government will pay the nine (9) percent interest during the enrollment and grace periods. Repayment begins six (6) months after the student terminates at least half-time enrollment.

THE JAMES E. AND MARY Z. BRYAN FOUNDATION LOAN PROGRAM ADMINISTERED by College Foundation, Inc., provides loans for legal residents of North Carolina. There is an interest rate of one (1) percent during enrollment and grace periods and nine percent during the repayment period. Repayment begins six (6) months after enrollment of at least half-time.

THE EDUCATIONAL LOAN PROGRAM FOR DENTAL HYGIENE STUDENTS, an American Dental Hygienists' Association student loan program, provides loans based on financial need to students after all other available sources of financial aid have been utilized. The final decision concerning disbursement of funds is made by United Student Aid Funds, Inc., which administers the program. Eligible students may borrow up to a maximum of \$2,000 for the two-year associate degree program at the college. The National Bank of Chicago serves as the program's chief lending agent. Interest accrues at the rate of eight (8) percent during enrollment and seven and one half (7½) percent after enrollment and during the repayment period. Repayment begins with minimum monthly payments of thirty (30) dollars on the first day of the tenth month after the student leaves school.



EMPLOYMENT OPPORTUNITIES

THE "ON CAMPUS" COLLEGE WORK-STUDY PROGRAM is funded by the Federal Government and the college. The program assists students by providing job opportunities within the various departments on the college campus. Total hours of work and earnings are based on the financial needs of the individual students on the program.

THE "OFF CAMPUS" COLLEGE WORK-STUDY PROGRAM is funded by local nonprofit organizations and the Federal Government. Students on the program may be employed by a school, hospital, or with some other public or private social agency. Financial need is the basis for placement on the program and for total compensation. High school seniors may be placed on the summer program by obtaining an application from the college Financial Aid Office.

VETERANS ADMINISTRATION BENEFITS

The college is approved for the training of veterans, war orphans, children of totally disabled veterans; or a widow of any person who died service-connected disability, or wife of any veteran with total disability of a permanent nature resulting from service connected disability. Eligible persons seeking such benefits should contact the college, be accepted for a program of study, and then seek counseling from the Veterans Affairs Officer.

All G. I. Bill students should have and be familiar with the "Veterans Affairs Handbook." They should also read the "Veterans Affairs newsletters" that are published periodically.

G. I. Bill students are liable for repayment of overpayments resulting from their repeating courses for which they have received credit. If you have received a grade of "D" or better, you cannot draw G. I. Bill educational benefits for repeating the course. It is the student's responsibility to insure that he or she does not repeat courses.

If a student changes curriculum, he/she may be allowed transfer credit for applicable courses taken and passed in the previous curriculum. These grades will be treated in the same way as transfer credit and will carry no quality points for total quality point averages in the new curriculum.

VOCATIONAL REHABILITATION ASSISTANCE

Certain handicapped students are eligible for aid administered through the Division of Vocational Rehabilitation, N. C. Department of Public Instruction. Those who seek aid should make application to the local Division of Vocational Rehabilitation.

SOCIAL SECURITY BENEFITS

Some students may qualify for financial assistance through their parents' Social Security benefits. Those seeking such aid should first contact their local Social Security Office.

STANDARDS OF PROGRESS NEEDED TO HOLD OFFICE IN STUDENT ORGANIZATIONS

Students must be enrolled full-time, have at least a "C" (2.0) cumulative average, and not be on probation in order to hold an office in any student organization or hold any title representing the college.

STUDENT ORGANIZATIONS AND ACTIVITIES

The college encourages participation in student organizations and activities. Although student activities are viewed as secondary to the central purpose of academic preparation, they are nevertheless an important phase of student growth and development. A faculty sponsor is required for each student group and organization.

The groups currently functioning on the campus are as follows:

PHI BETA LAMBDA (Business Club)

Phi Beta Lambda is a national organization for students enrolled in college level business programs. This organization provides the student with experiences which cannot be paralleled in a classroom situation by acquainting him or her with the business world in their community.

One of the major objectives of PBL is to develop strong, aggressive leadership so that these future businessmen and women may function more effectively in the business world and the community. Members learn how to lead and participate in group discussions, preside over meetings and conferences, work effectively with each other, and participate in other activities—all of which contribute to the development of good leadership qualities.

The local and state chapters of PBL operate under charters granted by FBLA-PBL, Inc. There are over 600 local and state chapters, each one having its own constitution.

Members are students interested in different facets of business. To be a member, a student must have taken, be currently taking, or plan to take at least one business course.

PHI THETA KAPPA (Honor Society)

Phi Theta Kappa is an honor society for those students enrolled in a college transfer curriculum who have achieved a cumulative grade point average of 3.5 or better. Membership is by invitation from the college.

society. Phi Theta Kappa is the junior college equivalent of the senior college Phi Beta Kappa Society founded to promote academic excellence.

IGMA DELTA MU (Spanish Honor Society)

Sigma Delta Mu encourages the students of Spanish to attain the highest level of knowledge and proficiency. Membership in this society can be an asset when applying for a position in either the professional or the business world.

Sigma Delta Mu has five classes of membership: active, alumni, faculty, associate, and honorary.

Any regular student may become an active member if: enrolled in the second quarter of Spanish (or higher); is in good standing; is genuinely interested in things Hispanic; has a minimal grade-point average of 3.0 in Spanish; or has a minimal overall average of 2.75.

The Alpha Chapter of the State of North Carolina was founded at Coastal Carolina Community College in 1979. Inductions usually take place once a year, mainly during the month of May.

If interested in joining, see Dr. Violeta Fischer, the Alpha Chapter Advisor, and regional director for the State of North Carolina.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association is designed to promote the general welfare of the college in a democratic fashion and to facilitate communication between the student body, the faculty, and the administration. The student government provides a means through which students can promote interest in student activities both on and off campus.

THE ACT ONE CLUB

The Act One Club is the drama organization whose purpose is to develop student interest and talent and serve as a showcase for it. Student members meet together regularly and participate in actual theater productions.

THE FRENCH CLUB

The French Club, founded in 1986, welcomes all students who are interested in activities which will improve their knowledge and understanding of the French culture and language. The French Club sponsors understanding of the French culture and language. The French Club sponsors various activities, including field trips to art museums exhibiting French art and to plays presented in French. The Club sponsors fund raising activities such as bake sales (French Pastries),

raffles, car washes, etc., to help defray expenses for club members to travel to French-speaking countries.

THE SPANISH CLUB

Founded in 1970, the Spanish Club serves students enrolled in Spanish courses to improve their knowledge and understanding of the Hispanic world.

The Spanish Club holds a cultural luncheon every quarter.

During the Spring Quarter, past and presently enrolled students make a field trip to the Foreign Language Department of the University of North Carolina at Chapel Hill.

The Spanish Club members attend concerts offered by famous Spanish and Latin American artists.

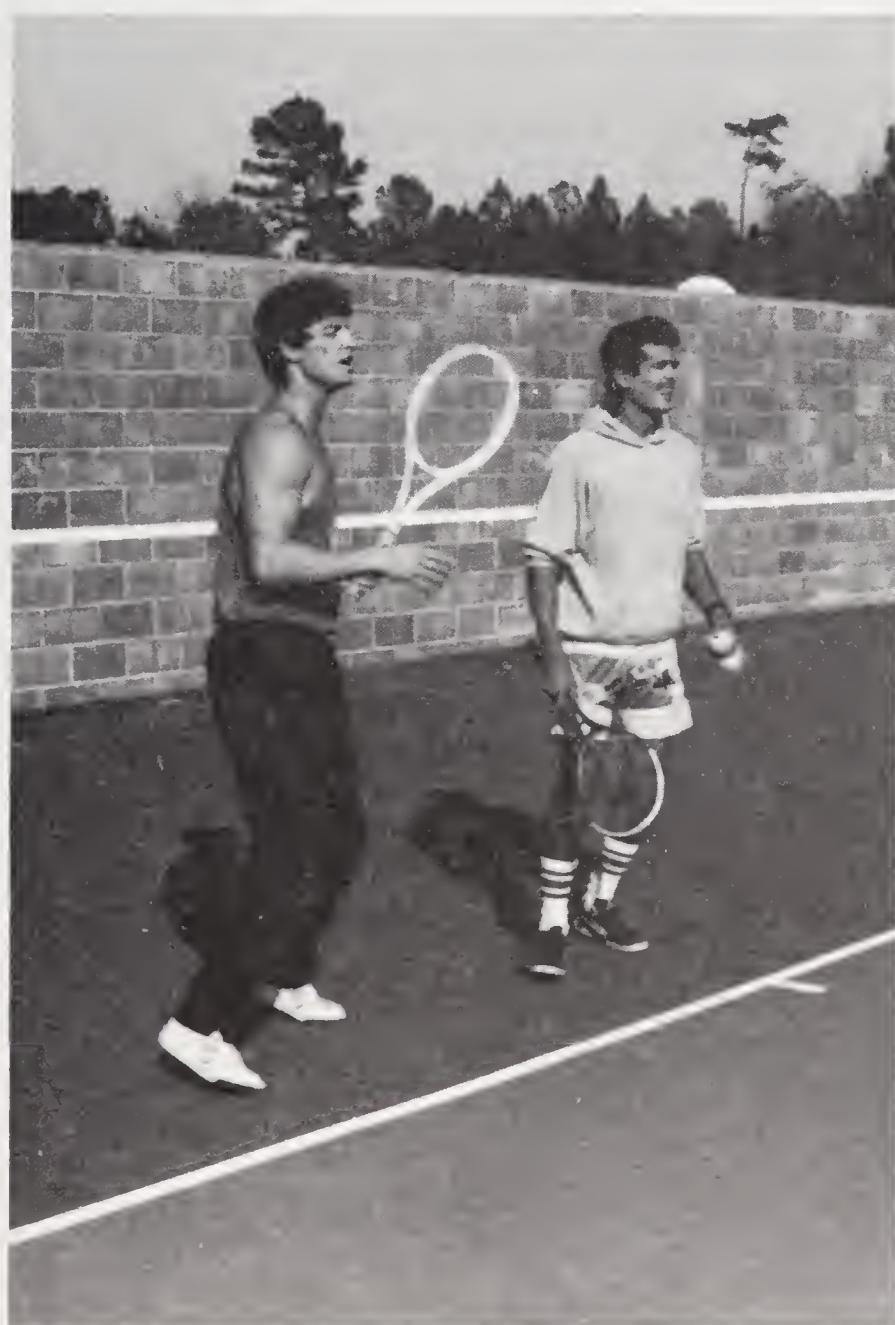
Students who wish to belong only have to take, or to have taken, at least one course in Spanish at this institution.

OTHER ORGANIZATIONS ON CAMPUS

The Dental Assistant's Club, The Dental Hygienists's Club, The Registered Nursing Club, The LPN Club, the Criminal Justice Club, The 4 C Art Club, The Medical Laboratory Technology Club.

INTRAMURAL SPORTS

Coastal Carolina offers a diverse program of activities for the students, faculty and staff of the college. An attempt is made to appeal to a very broad range of interests and needs as expressed by our college community. The primary objective of the program is to provide extracurricular opportunities which are both enjoyable and fitness oriented. Throughout each quarter a variety of activities are offered on a voluntary basis. Coastal is an institutional member of the National Intramural-Recreational Sports Association and strives to improve student activities. Our theme "Be A Part Of The Action" encourages students to become involved and gain worthwhile experience during their time at Coastal Carolina.



COASTAL CAROLINA COMMUNITY COLLEGE FOUNDATION, INC.

To help insure the purpose and objectives of the college, Coastal Carolina Community College Foundation, Inc., was formed to provide financial and other support beyond that which can be obtained through normal sources. State and local allocated funds sustain the basis cost of the college, but such funds never meet all the needs for facilities, educational, and cultural opportunities. Because of limitations of normal sources, the college needs to look for private donor support.

USES OF FUNDS

Coastal Carolina Community College Foundation, Inc., was established to provide private financial assistance for building programs, and activities of the college which promote the objectives of the college.

Funds received by the Foundation are used to support or promote activities including but not limited to:

Capital Outlay

Procurement of Special Equipment

Development of Special Facilities

Support of the College Library

Financial Assistance for Students

Management and Investment of Funds

Planning for Special College Activities and Programs

PROCEDURE FOR GIVING

Persons interested in providing private assistance to Coastal Carolina Community College or in obtaining additional information about the college or the Foundation are encouraged to contact the President of Coastal Carolina Community College or any foundation member.

Opportunities for large or small gifts to the college are almost unlimited and can be readily tailored to fit the situation or desires of the individual donor.

The growth of Coastal Carolina Community College will to a great extent vary directly with the interest and assistance received by the college from individual private donors.

BOARD OF DIRECTORS OF COASTAL CAROLINA COMMUNITY COLLEGE FOUNDATION, INC.

Wayne C. King, President
George Lanvermeier, Vice-President
Dr. James L. Henderson, Jr., Secretary
Roger M. Daughtry, Treasurer
Clark S. Councill, Executive Director
Carl Boggs
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Jamie D. McGlanghon
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Woody H. Myers
Nora Ockuly
James W. Owens
John T. W. Pace
W. Robert Page
Lila Popkin
Marguerite Rich
Bob Royster
Zeta Sanders
C. Louis Shields
Paul Bell

PROGRAMS OF STUDY

Coastal Carolina Community College offers the following program of study. The courses listed in each curriculum are required. However they may not always be taught during the quarter indicated. A student should confer with his or her educational counselor concerning course schedules. A schedule of courses offered will be published annually. The college reserves the right to postpone offering a curriculum which has an insufficient number of applicants.

COLLEGE TRANSFER DIVISION ASSOCIATE IN ARTS DEGREE

C024 General	C036 Pre-International Studies
C004 Pre-Business Administration	C009 Pre-Journalism
C026 Pre-Business Education	C010 Pre-Law
C020 Pre-Education - Elementary (K-3 or 4-9)	C011 Pre-Liberal Arts
C028 Pre-Education - Secondary (10-12)	C023 Pre-Nursing
	C029 Pre-Recreation
	C019 Pre-Social Work

ASSOCIATE IN SCIENCE DEGREE

C001 Pre-Agriculture	C017 Pre-Pharmacy
C005 Pre-Dental	C018 Pre-Science
C007 Pre-Engineering	C033 Pre-Textiles
C008 Pre-Forestry	C021 Pre-Veterinary Medicine
C012 Pre-Mathematics	

ASSOCIATE IN FINE ARTS DEGREE

C003 Pre-Art	C015 Pre-Music
C006 Pre-Drama	

OCCUPATIONAL DIVISION ASSOCIATE IN APPLIED SCIENCE DEGREE

T016 Accounting	T045 Electrical Engineering Tech
T041 Architectural Technology	T030 Executive Secretary
T059 Associate Degree Nursing	T063 Fire Science Technology
T156 Automotive Servicing Technician	T033 General Office Technology
T018 Business Administration	T031 Legal Secretary
T022 Business Computer Programming	T020 Marketing and Retailing
T129 Criminal Justice	T110 Medical Laboratory Technolog
T054 Dental Hygiene	T032 Medical Secretary
	T120 Paralegal Technology
	T125 Surveying Technology

DIPLOMA PROGRAMS—OCCUPATIONAL DIVISION

- | | |
|---|--------------------------------|
| V024 Air Conditioning, Heating
and Refrigeration | V042 Electronic Servicing |
| V015 Architectural Drafting | V033 Industrial Mechanics |
| V001 Auto Body Repair | V032 Machinist |
| V003 Automotive Mechanics | V070 Masonry |
| V009 Cosmetology | V038 Practical Nurse Education |
| V011 Dental Assistance | V071 Surgical Technology |
| V013 Diesel Vehicle Maintenance | V050 Welding |
| V018 Electrical Installation and
Maintenance | |

CERTIFICATE PROGRAMS—OCCUPATIONAL DIVISION

- T189 Basic Law Enforcement Training
V072 Nurse Assistant Education

CERTIFICATE PROGRAMS—CONTINUING EDUCATION DIVISION

- Academic Extension
Avocational Extension
Community Services
General Education Development

- Industrial Services
Occupational Extension
Small Business



CURRICULUM OUTLINES AND GRADUATION REQUIREMENTS

The general requirement that a student have at least a "C" (2.0) overall average applies to all curricula. All college programs of study leading to two-year degrees are designed to ensure competence in reading, writing, oral communication, and fundamental mathematical skills. Students entering programs, not prepared to begin study in required college-level courses, must prepare themselves in appropriate developmental courses.

COLLEGE TRANSFER PROGRAM

The College Transfer Program is composed of a wide variety of courses in the arts and sciences. Courses are selected in this Program in order to obtain an Associate Degree, to fulfill related course requirements in certain occupational curricula, or to provide general education enrichment.

Associate Degrees are offered in the Arts (A.A.), Sciences (A.S.), and Fine Arts (A.F.A.). The 96 quarter credit hours of course work leading to these degrees is designed to parallel the freshman and sophomore years of study at four-year colleges and universities.

The Associate in Arts Degree is for students desiring to pursue liberal arts and pre-professional programs in areas other than the fine arts and the sciences. Examples of Associate in Arts Degree areas are the following: business administration, business education, elementary education, secondary education, English, foreign languages, geography, history, international studies, journalism, law, nursing, physical education, political science, psychology, recreation, social work, sociology, and speech.

The Associate in Science Degree is for students desiring to enter science and/or math related fields. Examples of Associate in Science Degree areas are the following: biology, chemistry, dentistry, engineering, forestry, mathematics, medicine, pharmacy, physics, textiles, and veterinary medicine.

The Associate in Fine Arts Degree is for students desiring to pursue studies in drama, music, or visual arts.

In each of the Associate Degree curricula, certain general education courses are required in the areas of English, mathematics, natural science, social science, humanities, fine arts, and physical education. In addition to these required general education courses, other more specialized courses are suggested in various pre-professional curricula to the Associate in Arts and Associate in Science Degrees and required in the pre-professional curricula of art, drama, and music leading to the Associate in the Fine Arts Degree. Finally, in each Associate Degree curricula, a number of credits are unspecified: courses taken to fulfill these credits are at the election of the student (called elective courses).

GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE IN ARTS DEGREE

	Credit Hours
ENGLISH	9
English Composition 101-102-103	9
MATHEMATICS	5-10
College Algebra 161 or higher math	5
or	
Contemporary College Math 151 and 152	10
NATURAL SCIENCES	12
General Biology 101-102-103	12
or	
General Chemistry 161-162-163	12
or	
Physics 101-102-103 or 201-202-203	12
or	
Physical Science 101-102-103	12
SOCIAL SCIENCE	15
Western Civilization 110-111	10
or	
American History 210-211	10
and	
One additional course (from Social Science)	5
HUMANITIES AND FINE ARTS	13-15
Select at least two courses in humanities and one course in Fine Arts from the following:	
Humanities	8-10
Literature, Foreign Language*, Philosophy, Religion, Spanish Civilization, Speech, or Voice and Diction	
Fine Arts	5
Art, Drama, or Music	
PHYSICAL EDUCATION	3
Physical Conditioning and Wellness I (101)	1
and	
Two additional activity courses	2
Total General Education Requirements	57-64
Electives and other suggested major curriculum courses	32-39
Minimum Total Number of Credits for Degree	96

* Students who have high school credit for two or more years of study in a foreign language, or who have an equivalent learning experience, may be placed in the intermediate (200 level) of the same language. In pursuing foreign languages, students should consult the requirements stated in the catalog of the senior institution to which they plan to transfer.

GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE IN SCIENCE DEGREE

	Credit Hours
ENGLISH	9
English Composition 101-102-103	9
MATHEMATICS	20
College Algebra 161 and Trigonometry 162	10
Introductory Statistics 250	5
Calculus and Analytic Geometry 261-262-263-264	5-20
Differential Equations 265	5
NATURAL SCIENCES	24
General Biology 101-102-103	12
or	
General Chemistry 161-162-163	12
or	
Physics 101-102-103 or 201-202-203	12

SOCIAL SCIENCES		
Western Civilization 110-111		10
or		
American History 210-211		10
HUMANITIES AND FINE ARTS		
Select at least one course in humanities and one		
course in Fine Arts from the following:		
Humanities		
Literature, Foreign Language*, Philosophy, Religion, Spanish		
Civilization, Speech, or Voice and Diction		
Fine Arts		
Art, Drama, Music		
PHYSICAL EDUCATION		
Physical Conditioning and Wellness I (101)		1
and		
Two additional activity courses		2
Total General Education Requirements		
Electives and other suggested major curriculum courses		

Minimum Total Number of Credits for Degree

*Students who have high school credit for two or more years of study in a foreign language or who have an equivalent learning experience, may be placed in the intermediate (2 level) of the same language. In pursuing foreign languages, students should consult the requirements stated in the catalog of the senior institution to which they plan to transfer.

THE GENERAL EDUCATION AND MAJOR CURRICULUM REQUIREMENTS FOR THE ASSOCIATE IN FINE ARTS DEGREE

	Credit Hours
ENGLISH	
English Composition 101-102-103	9
MATHEMATICS	
College Algebra 161 or higher math	5
NATURAL SCIENCES	8
General Biology 101-102-103	12
or	
General Chemistry 161-162-163	12
or	
Physics 101-102-103 or 201-202-203	12
or	
Physical Science 101-102-103	12
SOCIAL SCIENCE	
Western Civilization 110-111	10
or	
American History 210-211	10
HUMANITIES AND FINE ARTS	13
Select at least two courses in humanities and one	
course in Fine Arts from the following:	
Humanities	8-10
Literature, Foreign Language*, Philosophy, Religion, Spanish	
Civilization, Speech, or Voice and Diction	
Fine Arts	5
Art, Drama, or Music (The selection should be one	
course other than in the major field of study)	
PHYSICAL EDUCATION	
Physical Conditioning and Wellness I (101)	1
and	
Two additional activity courses	2
Elective and major curriculum requirements in Pre-Art, Pre-Drama, or Pre-Music (respective required courses are outlined below).	

Pre-Art	37
Art 111,121,131,141,201, or 221,240,250,261, 262,280,290	
Pre-Drama	43
Drama 105 (to be taken two times during the first year), 201, 202, 203, 204, 205 (to be taken two times during the second year), 210, 211; Music 203; Speech, 201, 202, 206.	
Pre-Music	35
Music 106, 107, 109 (to be taken three times during first year), 111, 112, 113, two courses from 201, 202, 203	
Minimum Total Number of Credits for Degree	96

tudents who have high school credit for two or more years of study in a foreign language, who have an equivalent learning experience, may be placed in the intermediate (200 level) of the same language. In pursuing foreign languages, students should consult the requirements stated in the catalog of the senior institution to which they plan to transfer.

SUGGESTED MAJOR CURRICULUM COURSES FOR THE ASSOCIATED DEGREES IN ARTS AND SCIENCES

In addition to the general education requirements in the Associate in Arts and Associate Science Degree areas, other courses are suggested in various major curricular areas. These curricular outlines will serve as a general guide for students. However, transfer requirements vary among senior institutions; and thus, students should consult the senior institutions of their choice and work closely with faculty advisors in planning the most appropriate two-year program of study.

GENERAL CURRICULUM (A.A.)

The general curriculum provides the opportunity for students to plan a broad, comprehensive educational program.

General Education	57-64
Electives (sufficient to meet degree requirements)	
Minimum Total Number of Credits for Degree	96

AGRICULTURE CURRICULUM (A.S.)

Agriculture is a complex industry built on a sound educational foundation of science and business. Upon graduation from senior institutions, students will find broad and fascinating opportunities in fields of farm management, marketing, transportation, and fertilizer and food manufacturing and processing. Agriculture majors offered at senior institutions are in biological science, business technology, conservation, plant protection, agronomy, and many other individualized programs that meet the needs of the student.

General Education	74
Suggested Curriculum Courses	

History 110-111	10
Geography 101-102	8
Biology 101-102-103	12
Chemistry 161-162-163	12
Mathematics 161-162-261	15

Electives (sufficient to meet degree requirements)	
Minimum Total Number of Credits for Degree	96

E-BUSINESS ADMINISTRATION CURRICULUM (A.A.)

This curriculum includes a broad foundation in liberal arts and professional courses in order to prepare a person to transfer to a senior institution in business, and later, to meet the changing complexities of life and leadership in the business community. The section of professional studies at senior institutions includes accounting, business administration, economics, marketing, insurance, management, finance, and industrial relations.

General Education	57
Suggested Curriculum Courses		
Business 101; 120-121	17
Economics 201-202-203	9
Mathematics 162; 261	10
Minimum Total Number of Credits for Degree	

PRE-BUSINESS EDUCATION CURRICULUM (A.A.)

This curriculum provides a basis for pursuit of a baccalaureate degree in business distributive education. With this degree, opportunities exist in teaching and office administration.

General Education	57
Suggested Curriculum Courses		
Business 101-102-103-104; 106-107-108; 120-121	41
Economics 201-202-203	9
Electives (sufficient to meet degree requirements)		
Minimum Total Number of Credits for Degree	

PRE-DENTAL CURRICULUM (A.S.)

In general, admission to dental schools requires at least three years of high level undergraduate academic performance in a variety of disciplines. Students should consult the catalogs of the dental schools to which they plan to apply for specific entrance requirements.

General Education	57
Suggested Curriculum Courses		
Biology 101-102-103	12
Chemistry 161-162-163	12
Psychology 201	5
Sociology	5
Electives (sufficient to meet degree requirements)		
Minimum Total Number of Credits for Degree	

PRE-ELEMENTARY EDUCATION CURRICULUM (A.A.)

This curriculum provides a basis for pursuit of a baccalaureate degree in early childhood or intermediate education.

General Education	57
Suggested Curriculum Courses		
Art 101	5
Education 201	5
Geography 101-102	8
Health 101	5
History 210-211	10
Music 101	5
Political Science 201	5
Speech 201	3
Electives (sufficient to meet degree requirements)		
Minimum Total Number of Credits for Degree	

PRE-SECONDARY EDUCATION CURRICULUM (A.A.)

This curriculum provides a basis for pursuit of a baccalaureate degree in secondary education. Upon transferring, students will choose a subject area of concentration.

General Education	57
Suggested Curriculum Course		
Education 201	5
Electives (sufficient to meet degree requirements)		
Minimum Total Number of Credits for Degree	96

Minimum Total Number of Credits for Degree 96**RE-ENGINEERING CURRICULUM (A.S.)**

This curriculum prepares students to pursue baccalaureate degrees in the engineering areas of aerospace, chemical, civil, electronic, engineering mechanics, industrial, mechanical, and nuclear. Students should contact the engineering school of their choice in order to obtain specific information on degree requirements.

General Education 74

Suggested Curriculum Courses

Chemistry 161-162-163	12
Mathematics 161-162-261-262-263-264-265	20-35
Physics 101-102-103 or 201-202-203	12

Electives (sufficient to meet degree requirements)

Minimum Total Number of Credits for Degree 96**RE-FORESTRY CURRICULUM (A.S.)**

This curriculum prepares students to pursue baccalaureate degrees in the areas of conservation, forestry, recreation resources management, recreation and park administration, natural resource management, and wood/paper technology.

General Education 74

Suggested Curriculum Courses

Biology 101-102-103	12
Chemistry 161-162-163	12
Economics 201-202-203	9

Electives (sufficient to meet degree requirements)

Minimum Total Number of Credits for Degree 96**RE-LIBERAL ARTS CURRICULUM (A.A.)**

This curriculum is for students wanting to pursue study in all disciplines to obtain a broad education.

General Education 57-64

Suggested Curriculum Course

Foreign Language	10-20
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Electives (sufficient to meet degree requirements)

Minimum Total Number of Credits for Degree 96**RE-MATHEMATICS CURRICULUM (A.S.)**

This curriculum is for students wanting to pursue a baccalaureate degree for teaching or research in mathematics.

General Education 74

Suggested Curriculum Courses

Chemistry 161-162-163	12
Mathematics 161-162-250-261-262-263-264-265	15-35
Physics 101-102-103 or 201-202-203	12

Electives (sufficient to meet degree requirements)

Minimum Total Number of Credits for Degree 96**RE-NURSING CURRICULUM (A.A.)**

This curriculum is for students wanting to pursue baccalaureate degree in nursing. Students should contact the nursing school of their choice in order to obtain specific information on degree requirements.

General Education 57-64

Suggested Curriculum Courses

Biology 101-102-103; 121-122	20
Chemistry 161-162-163	12
Psychology 201	5
Sociology 201	5

Electives (sufficient to meet degree requirements)

Minimum Total Number of Credits for Degree 96

PRE-PHARMACY CURRICULUM (A.S.)

This curriculum is designed for students wanting to pursue a five-year baccalaureate degree in pharmacy. Pharmacy positions can be obtained in hospitals, research, production, law enforcement, education, and, of course, private practice. Students should contact the pharmacy school of their choice in order to obtain specific information on degree requirements.

General Education	57
Suggested Curriculum Courses	
Economics 201-202-203	9
Electives (sufficient to meet degree requirements)	
Minimum Total Number of Credits for Degree	

PRE-INTERNATIONAL STUDIES CURRICULUM (A.A.)

This curriculum is for students interested in pursuing further course work in preparation for a career abroad.

General Education	57
Suggested Curriculum Courses	
Political Science 201; 205-206	15
Geography 101-102	8
Foreign Language	10-20
Electives (sufficient to meet degree requirements)	
Minimum Total Number of Credits for Degree	

PRE-JOURNALISM CURRICULUM (A.A.)

This curriculum is for students preparing for careers in mass media.

General Education	57
Suggested Curriculum Courses	
English 210	5
Speech 201-202	8
Journalism 211-212	10
Electives (sufficient to meet degree requirements)	
Minimum Total Number of Credits for Degree	

PRE-LAW CURRICULUM (A.A.)

In general, admission to law school requires a high level of undergraduate academic performance in a variety of disciplines. Students desiring to enter the field of law should contact the law school which they plan to attend to determine its admission requirements. This information can then be used in determining appropriate course relations.

General Education	57
Suggested Curriculum Courses	
Economics 201-202-203	9
Psychology 201	5
Political Science 201	5
Electives (sufficient to meet degree requirements)	
Minimum Total Number of Credits for Degree	

PRE-RECREATION CURRICULUM (A.A.)

This curriculum is designed to prepare students for pursuit of a baccalaureate degree in recreation. Recreational positions are available at the local, state, and national levels in such areas as municipal recreation, park management, and therapeutic recreation.

General Education	57
Suggested Curriculum Courses	
Health 101-102	8
Recreation 201-202	10
Physical Education 102; 105-106; 108-109; 208	6
Psychology 201-202	10
Sociology 201	5
Political Science 201	5
Electives (sufficient to meet degree requirements)	
Minimum Total Number of Credits for Degree	

RE-SCIENCE CURRICULUM (A.S.)

This curriculum is designed for students desiring to pursue baccalaureate degrees in the physical and/or biological sciences.

General Education	74
Electives (sufficient to meet degree requirements but including advanced science courses)	
Minimum Total Number of Credits for Degree	96

RE-SOCIAL WORK CURRICULUM (A.A.)

This curriculum is designed for students who are desiring to undertake advanced degree work in order to seek employment with agencies that concern themselves with the welfare of disadvantaged groups in society.

General Education	57-64
Suggested Curriculum Courses	
Psychology 201; 203	10
Sociology 201-202	10
Electives (sufficient to meet degree requirements)	
Minimum Total Number of Credits for Degree	96

RE-TEXTILES CURRICULUM (A.S.)

This curriculum is designed for students who desire to enter senior institutions with specialty degrees in textiles, i.e., the School of Textiles at North Carolina State University. Students are urged to contact the senior institution of their choice as early as possible to coordinate course planning and transfer procedures.

General Education	74
Suggested Curriculum Courses	
Economics 201-202-203	9
Chemistry 161-162-163	12
Physics 101-102-103	12
Electives (sufficient to meet degree requirements)	
Minimum Total Number of Credits for Degree	96

RE-VETERINARY MEDICINE CURRICULUM (A.S.)

In general, admission to schools of veterinary medicine requires achievement of a bachelors degree with a record of high level academic performance, particularly in sciences. Students should consult the catalog of the veterinary schools to which they plan to apply for specific entrance requirements, and then, work closely with their faculty advisor in designing an appropriate two-year program.

General Education	74
Suggested Curriculum Courses	
Biology 101-102-103	12
Chemistry 161-162-163	12
Mathematics 261	5
Electives (sufficient to meet degree requirements)	
Minimum Total Number of Credits for Degree	96

DEVELOPMENTAL STUDIES PROGRAM

The Developmental Studies Program is a student-centered, pre-crec program of instruction offered to prepare students for admission college transfer, technical, or vocational curricula. The Development Studies Program consists of three series: (1) 70 Basic Skills Series (mat reading and English); (2) 80 Developmental Series (math); and (3) 9 Developmental Series (math, reading, English, and science). A stude enrolls in the appropriate developmental series if he or she:

1. scores between the 15th-40th percentile on any section of the Comparative Guidance and Placement Test - Developmental Series scores below the 15th percentile - 70 Basic Skills Series (math, reading, and English).
2. has insufficient high school background and/or desires to increase overall proficiency in English, reading, math, and/or science.
3. has enrolled in college transfer, technical, or vocational courses but shows a need for improvement in English, reading, math, and science.

Various teaching techniques, specialized audiovisual equipment, and individualized instruction allow the student to progress at a comfortable rate, facilitating the maximum achievement of prescribed course objectives. The student is tested frequently to evaluate progress, and upon completion of a developmental sequence is permitted to select curriculum suitable to his or her abilities and interests.

Students may spend one quarter to three quarters in the Basic Skills Series and one quarter to three quarters in the Developmental Series depending upon the amount and rate of progress made. When a student who is enrolled full-time in the Developmental Studies Program is ready to enter regular curriculum studies, the student must visit an advisor and initiate a Curriculum Change Request. Once the Curriculum Change Request form has been completed, the student submits it to the Registrar's office.

OCCUPATIONAL DIVISION IN APPLIED SCIENCE PROGRAMS

ACCOUNTING

CURRICULUM DESCRIPTION

The purpose of the Accounting curriculum is to prepare the individual to enter the accounting profession through study of accounting principles, theories and practices with related study in law, finance, management and data processing operations.

The curriculum is designed to prepare the individual for entry-level accounting positions, such as junior accountant, bookkeeper, accounting clerk, cost clerk, payroll clerk and related data processing occupations. With experience and additional education, the individual will be able to advance to positions such as systems accountant, cost accountant, budget accountant and property accountant.

CURRICULUM OBJECTIVES

The specific objectives of the two-year accounting curriculum are for each student to develop the following competencies:

1. General knowledge of accounting as a profession and the ability to apply specific knowledge of Generally Accepted Accounting Principles, Generally Accepted Auditing Standards, cost accounting principles and standards, and federal and state taxation procedures.
2. Ability to apply knowledge of specific elements of finance, economics, business law, data processing, and marketing and retailing in day-to-day business situations.
3. Ability to utilize general management principles and human relations skills as they apply to successful business operations.
4. Ability to effectively apply oral and written communications skills in a business environment.

GRADUATE PROSPECTS

The accounting graduate can expect numerous employment opportunities from three primary sources: private business firms, public accounting firms, and various branches of government. Entry level positions might require the accountant to journalize transactions and maintain ledgers, to prepare and maintain payroll records, to develop periodic or special financial reports, to prepare tax returns, to update and maintain production cost records, and to participate in business audits and financial statement preparation. This training, plus further experience, should prepare the graduate to become an office manager, an accounting supervisor, or to fill some other responsible position in the field of accounting.

ACCOUNTING

		Hours Per Week	Quarter Hour Cred
	Class	Lab	
FALL QUARTER			
BUS 101—Introduction to Business	5	0	5
BUS 110—Office Machines	2	2	3
ECO 201—Principles of Economics I	3	0	3
ENG 121—Grammar and Composition I	3	0	3
MAT 110—Business Mathematics	<u>5</u>	<u>0</u>	<u>5</u>
	<u>18</u>	<u>2</u>	<u>19</u>
WINTER QUARTER			
BUS 115—Business Law I	5	0	5
BUS 120—Principles of Accounting I	5	2	6
ECO 202—Principles of Economics II	3	0	3
ENG 122—Grammar and Composition II	3	0	3
Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
	<u>19</u>	<u>2</u>	<u>20</u>
SPRING QUARTER			
BUS 102—Beginning Typewriting*	3	2	4
BUS 116—Business Law II	5	0	5
BUS 121—Principles of Accounting II	5	2	6
ECO 203 Principles of Economics III	3	0	3
ENG 224—Oral Communication	<u>3</u>	<u>0</u>	<u>3</u>
	<u>19</u>	<u>4</u>	<u>21</u>
FALL QUARTER			
BUS 222—Intermediate Accounting I**	5	0	5
BUS 226—Cost Accounting	5	0	5
BCP 204—Introduction to Data Processing			
Microcomputer Applications	3	2	4
ENG 123—Technical Writing	3	0	3
Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
	<u>19</u>	<u>2</u>	<u>20</u>
WINTER QUARTER			
BCP 205—BASIC Programming for Business	3	2	4
BUS 123—Business Finance	5	0	5
BUS 223—Intermediate Accounting II	5	0	5
BUS 229—Taxes I	<u>5</u>	<u>0</u>	<u>5</u>
	<u>18</u>	<u>2</u>	<u>19</u>
SPRING QUARTER			
BUS 224—Intermediate Accounting II	5	0	5
BUS 230—Taxes II	5	0	5
BUS 235—Business Management	5	0	5
BUS 269—Auditing	<u>5</u>	<u>0</u>	<u>5</u>
	<u>20</u>	<u>0</u>	<u>20</u>

TOTAL QUARTER HOURS: 1

*Students may receive credit by successfully passing an examination.

**The Accounting major must have at least a 2.5 average in his Principles courses (B120 and BUS 121) in order to continue in the curriculum.

ARCHITECTURAL TECHNOLOGY

The Architectural Technology curriculum provides individuals with knowledge and skills that will lead to employment and advancement in the field of architectural technology. Technical courses are included which will enable the graduate to advance into related areas of work as job experience is obtained or to continue toward an advanced degree in an associated field of technology.

Architectural technicians translate the architect's design sketches into complete and accurate plans and drawings for construction purposes. The technician will be involved in work recruiting a knowledge of drafting, construction materials, mechanical and structural systems, estimating, building codes, and specifications.

Initial employment opportunities exists with architectural and engineering firms, private utilities, contractors and municipal governments.

Upon gaining sufficient experience, graduates may advance to positions such as job captain or project manager. Graduates may also continue study for two or more years at a senior institution offering a Bachelor of Engineering Technology (BET) programs.

Courses in architectural drafting and architectural and civil engineering technology, complemented by courses in mathematics, physics, communications and computer programming, give students progressive levels of job-related knowledge and skills. Students advance from basic courses to specialized architectural technology courses that furnish concentrated study in the practical application of modern technological knowledge and skills needed in today's building construction industry. The program is designed to produce architectural technicians with sound knowledge and skills in architectural drafting, mechanical/electrical/plumbing drafting, structural drafting, architectural working drawings, blueprint reading and specifications, construction materials and methods, architectural/mechanical equipment, codes and contracts, steel and timber design, reinforced concrete design, construction estimates, and Computer-Aided Design (AD).

ARCHITECTURAL TECHNOLOGY

			Hours Per Week	Quarte Hours Credit
	Class	Lab	Shop	
FALL QUARTER				
ARC 100—Sketching, Drawing & Composition .	1	4	0	3
ARC 101—Architectural Drafting & Design I ..	2	0	6	4
ARC 111—Materials & Methods of Construction I	2	2	3	4
ENG 121—Grammar and Composition I	3	0	0	3
MAT 122—Technical Mathematics I.....	5	0	0	5
	<hr/>	<hr/>	<hr/>	<hr/>
	13	6	9	19
WINTER QUARTER				
ARC 102—Architectural Drafting & Design II .	2	0	6	4
ARC 110—Introduction to Architecture	2	0	3	3
ARC 112—Materials & Methods of Construction II	3	4	0	5
ENG 122—Grammar and Composition II.....	3	0	0	3
MAT 123—Technical Mathematics II	5	0	0	5
	<hr/>	<hr/>	<hr/>	<hr/>
	15	4	9	20
SPRING QUARTER				
ARC 103—Architectural Drafting & Design III	2	2	6	5
ARC 120—Codes, Specs., & Contracts	2	2	0	3
BCP 109—Desktop Computers	1	2	0	2
CIV 105—Site Development	2	0	6	4
PHY 103—Physics: Light, Sound, & Modern Physics	3	2	0	4
	<hr/>	<hr/>	<hr/>	<hr/>
	10	8	12	18
SUMMER QUARTER				
ARC 130—Architectural Estimating	3	4	0	5
ARC 140—Computer Aided Drafting & Design	2	4	0	4
	<hr/>	<hr/>	<hr/>	<hr/>
	5	8	0	9
FALL QUARTER				
ARC 201—Architectural Drafting & Design IV	2	2	6	5
ARC 211—Architectural Presentations I	1	4	0	3
ENG 123—Technical Writing	3	0	0	3
POL 221—U.S. Government	3	0	0	3
Social Science Elective	3	0	0	3
	<hr/>	<hr/>	<hr/>	<hr/>
	12	6	6	17
WINTER QUARTER				
ARC 202—Architectural Drafting & Design V .	2	2	6	5
ARC 212—Architectural Presentations II	2	4	0	4
ARC 221—Architectural Environmental Systems I	1	2	3	3
CIV 110—Construction Planning Methods and Equipment	3	2	0	4
ENG 224—Oral Communication	3	0	0	3
	<hr/>	<hr/>	<hr/>	<hr/>
	11	10	9	19
SPRING QUARTER				
ARC 203—Architectural Drafting & Design VI	2	4	6	6
ARC 210—Project Seminar	1	6	0	4
ARC 220—Portfolio	1	4	0	3
ARC 222—Architectural Environmental Systems II	1	2	3	3
	<hr/>	<hr/>	<hr/>	<hr/>
	5	16	9	16

ASSOCIATE DEGREE NURSING

CURRICULUM DESCRIPTION

The Associate Degree Nursing curriculum is designed to prepare graduates to integrate the principles and theories of nursing and the sciences in utilizing the nursing process in the practice of nursing. The practice of nursing by associate degree nursing graduates consists of: (1) assessing the patient's physical and mental health, including the patient's reaction to illness and treatment regimens; (2) recording and reporting the results of the nursing assessment; (3) planning, initiating, delivering, and evaluating appropriate nursing acts; (4) teaching, delegating to or supervising other personnel in implementing the treatment regimen; (5) collaborating with other health care providers in determining the appropriate health care for a patient; (6) implementing the treatment and pharmaceutical regimen prescribed by any person authorized by State law to prescribe such a regimen; (7) providing teaching and counseling about the patient's health care; (8) reporting and recording the plan for care, nursing care given, and the patient's response to that care; and (9) supervising, teaching, and evaluating those who perform or are preparing to perform nursing functions.

Graduates are eligible to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a registered nurse.

Individuals desiring a career in registered nursing should take biology, algebra and chemistry courses prior to entering the program.

ADMISSIONS REQUIREMENTS

Applicant must:

1. Be a high school graduate or equivalent.
2. File the following with the Director of Admissions prior to enrollment;
 - a. an application for admission
 - b. a copy of high school transcript or GED scores and all other post-secondary school records.
3. Have satisfactory scores on Placement tests required by the college.
4. Demonstrate physical and emotional health by having a physical and dental exam.
5. Have high school chemistry or equivalent. High School Algebra I and II and Biology are recommended.

Having completed the above requirements applicants will be called for an interview.

ACADEMIC REGULATIONS

Students must maintain the quality point average in accordance with the College policy "Quality Point Average to Determine Continuance in School" for two year curricula.

Students who make a "D" or less on a nursing course or an "F" on a general education course, will not be allowed to progress as graduate. Subsequent privilege of repeating the nursing course will rest on the educational committee's decision.

READMISSIONS POLICY

Only one academic readmission will be permitted. A student requesting readmission to the Associate Degree Nursing program must complete the admission process i.e.: new references and physical and dental form. Audit requirements for courses successfully completed will be determined based on the previous academic achievement and on an individual basis.

ADDITIONAL REQUIREMENTS

Once enrolled in the AD Nursing program, students will be required to:

1. Purchase liability insurance annually.
2. Maintain membership and participate in the CCCC Association of Nursing Students
3. Demonstrate physical and emotional health as evidenced by appropriate behavior.
4. Adhere to the student guidelines specific to the Associate Degree Nursing Program.



ASSOCIATE DEGREE NURSING PROGRAM

		Hours Per Week	Quarter Hours Credit
		Class	Lab
FALL QUARTER			
HO 121—Human Anatomy and Physiology I	3	3	4
NUR 101—Fundamentals of Nursing	6	9	9
NUR 102—Nutrition	3	0	3
PY 201—Introduction to Psychology	5	0	5
	<u>17</u>	<u>12</u>	<u>21</u>
WINTER QUARTER			
HO 122—Human Anatomy and Physiology II	3	3	4
MT 105—Math for Nurses	1	0	1
NUR 103—Introduction to Nursing of Adults in Health and Illness	5	12	9
PY 202— Human Growth and Development	5	0	5
	<u>14</u>	<u>15</u>	<u>19</u>
SPRING QUARTER			
NUR 104—Nursing of Adults in Health and Illness I	6	12	10
PY 203—Abnormal Psychology	5	0	5
SH 201—Fundamentals of Speech	3	0	3
	<u>14</u>	<u>12</u>	<u>18</u>
SUMMER QUARTER (One Split Summer Session)			
NR 105—Behavioral Disorders	10	18	8
	<u>10</u>	<u>18</u>	<u>8</u>
FALL QUARTER			
EG 101—English Composition I	3	0	3
NR 206—Maternal and Child Care	6	15	11
SC 201—Introduction to Sociology	5	0	5
	<u>14</u>	<u>15</u>	<u>19</u>
WINTER QUARTER			
EG 102—English Composition II	3	0	3
NR 207—Nursing of Adults in Health and Illness II	6	15	11
Elective	3	0	3
	<u>12</u>	<u>15</u>	<u>17</u>
SPRING QUARTER			
EG 103—English Composition III	3	0	3
NR 208—Nursing of Adults in Health and Illness III	6	18	12
NR 209—Nursing Seminar	2	0	2
	<u>11</u>	<u>18</u>	<u>17</u>
General Education		42	6
Nursing		<u>45</u>	<u>90</u>
TOTAL		87	96
			119

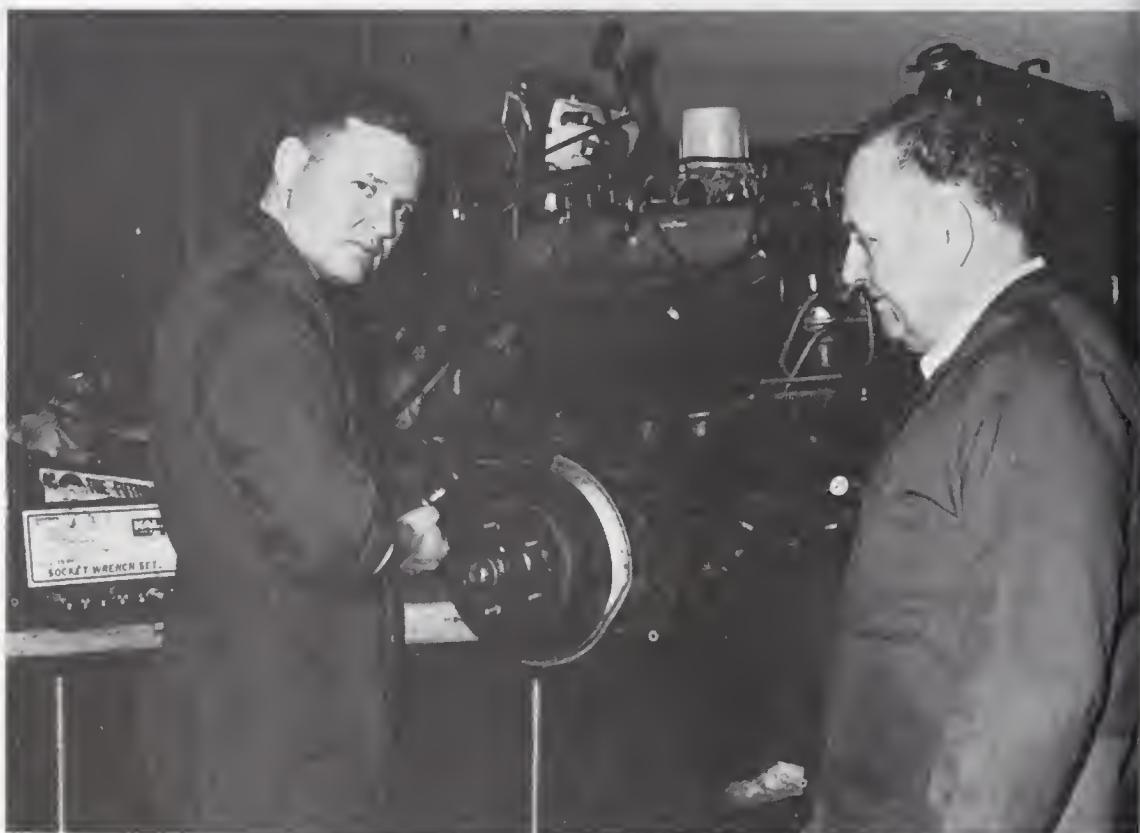
On-campus training sites for the Associate Degree Nursing Program are:
 berry Hospital, Goldsboro, NC
 ival Hospital, Camp Lejeune, NC
 islow Memorial Hospital, Jacksonville, NC
 uthaven of Jacksonville, Jacksonville, NC

AUTOMOTIVE SERVICING TECHNICIAN

CURRICULUM DESCRIPTION

The Automotive Servicing Technician curriculum is comprised cooperative education training and related instruction in the classroom. The related instruction is an organized and systematic form of instruction designed to provide the student with knowledge of theoretical, technical, and general academic subjects related to the trade of the automotive technician.

The cooperative work phase of the program requires students to be employed full-time in supervised automotive mechanic positions to receive on-the-job experience. The cooperative work phase of the program will be supervised and evaluated.



AUTOMOTIVE SERVICING TECHNICIAN

		Hours Per Week			Quarter Hours Credit
		Class	Lab	Shop	
ALL QUARTER					
CAT 121—Introduction to Technical Mathematics	5	0	0		5
HY 1105—Electricity and Magnetism	3	2	0		4
ME 1103—Preventative Maintenance & Safety Inspection	2	2	0		3
ME 1104—Internal Combustion Engines I	2	4	0		4
ME 1106—Engine Electrical & Fuel Systems I	3	4	0		5
	15	12	0		21
WINTER QUARTER					
DE 1130—Auto Dealer Co-op I	0	0	30		3
	0	0	30		3
SPRING QUARTER					
AR 1101—Automotive Air Conditioning	3	0	6		5
EG 121—Grammar and Composition I	3	0	0		3
FY 1106—Mechanics	3	2	0		4
FE 1105—Internal Combustion Engines II	1	6	0		4
FE 1107—Engine Electrical & Fuel Systems II	2	4	0		4
	12	12	6		20
SUMMER QUARTER					
PE 1131—Auto Dealer Co-op II	0	0	30		3
	0	0	30		3
FALL QUARTER					
EG 122—Grammar and Composition II	3	0	0		3
PE 1121—Braking Systems	3	0	3		4
PE 1122—Automotive Power Train Systems	2	4	0		4
PE 1201—Automotive Electronics	3	2	0		4
PE 1228—Automotive Emission Systems	2	2	0		3
Social Science Elective	3	0	0		3
	16	8	3		21
WINTER QUARTER					
PE 1132—Auto Dealer Co-op III	0	0	30		3
	0	0	30		3
SPRING QUARTER					
EG 123—Technical Writing	3	0	0		3
MT 110—Business Math	5	0	0		5
PE 1120—Computer Controlled Fuel Systems	2	4	0		4
PE 1127—Automotive Chassis & Suspension	2	4	0		4
PE 1225—Advanced Automatic Transmissions	2	6	0		5
	14	14	0		21
SUMMER QUARTER					
PE 1133—Auto Dealer Co-op IV	0	0	30		3
	0	0	30		3
FALL QUARTER					
BP 216—Microcomputer Applications	4	2	0		5
EG 224—Oral Communications	3	0	0		3
PE 1204—Engine Performance & Driveability	2	6	0		5
PE 1222—Advanced Suspension and Alignment	2	6	0		5
Social Science Elective	3	0	0		3
	14	14	0		21

BASIC LAW ENFORCEMENT TRAINING CURRICULUM DESCRIPTION

The Basic Law Enforcement Training curriculum certificate program prepares individuals to take the Basic Training—Law Enforcement Officers certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and it prepares individuals to take the Justice Officers Basic Training certification examination mandated by the North Carolina Sheriff Education and Training Standards Commission. Successful completion of this curriculum certification program requires that the student satisfies the minimum requirements for certification by the Criminal Justice Commission and the Sheriffs' Commission. The student satisfactorily completing this program should possess at least the minimum degree of general attributes, knowledge and skills to function as an inexperienced law enforcement officer.

COURSE DESCRIPTION

		Hours Per Week	Quar
		Class	Hour
		Lab	Credit
PSC 251—Basic Law Enforcement Training (BLET) . . .		14	26
			23

This course contains all required studies for certification as a law enforcement officer as prescribed in the State of North Carolina basic training certification standards. An overall view of the criminal justice system, criminal law, motor vehicle law, and patrol procedures are covered. All credits are earned through successful completion of the basic law enforcement training school.

Prerequisite: Employment in, or sponsorship by a law enforcement agency. A graduate must be 20 years of age before taking the state certification exam.



BUSINESS ADMINISTRATION

CURRICULUM DESCRIPTION

The Business Administration curriculum is designed to prepare an individual for entry into middle-management occupations in various businesses and industries. The curriculum provides an overview of the business and industrial world—its organization and management.

The purpose of the curriculum will be fulfilled through courses designed to develop competency in: (1) understanding operations, (2) utilizing modern techniques to make decisions, (3) understanding the economy through study and analysis of the role of production and marketing, (4) communicating orally and in writing and (5) interpersonal relationships.

Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in middle-management activities in business or industry.

GRADUATE PROSPECTS

The graduate of the Business Administration Curriculum may enter a variety of career opportunities from beginning sales person or office clerk to manager trainee. The duties and responsibilities of this graduate vary in different firms. These encompassments might include: making and filing reports, tabulating and posting data in various books, sending out bills, checking calculations, adjusting complaints, operating various office machines, and assisting managers in supervision. Positions are available in business such as advertising; banking; credit; finance; retailing; wholesaling; hotel, tourist, and travel industry; insurance; transportation; and communications.



BUSINESS ADMINISTRATION

		Hours Per Week	Quarte Hours Credit
	Class	Lab	
FALL QUARTER			
BUS 101—Introduction to Business	5	0	5
BUS 110—Office Machines	2	2	3
ECO 201—Principles of Economics I	3	0	3
ENG 121—Grammar and Composition I	3	0	3
MAT 110—Business Mathematics	5	0	5
	18	2	19
WINTER QUARTER			
BUS 115—Business Law I	5	0	5
BUS 120—Principles of Accounting I	5	2	6
ECO 202—Principles of Economics II	3	0	3
ENG 122—Grammar and Composition II	3	0	3
	16	2	17
SPRING QUARTER			
BUS 102—Beginning Typewriting*	3	2	4
BUS 116—Business Law II	5	0	5
BUS 121—Principles of Accounting II	5	2	6
ECO 203 Principles of Economics III	3	0	3
ENG 224—Oral Communication	3	0	3
	19	4	21
FALL QUARTER			
BCP 204—Introduction to Data Processing -			
Microcomputer Applications	3	2	4
BUS 232—Sales Development	3	0	3
BUS 239—Marketing	5	0	5
ENG 123—Technical Writing	3	0	3
Social Science Elective	3	0	3
	17	2	18
WINTER QUARTER			
BUS 123—Business Finance	5	0	5
BUS 229—Taxes I	5	0	5
BUS 243—Advertising	3	2	4
Social Science Elective	3	0	3
	16	2	17
SPRING QUARTER			
BUS 219—Credit Procedures	3	0	3
BUS 230—Taxes II	5	0	5
BUS 235—Business Management	5	0	5
BUS 245—Retailing	3	0	3
BUS 272—Principles of Supervision	3	0	3
	19	0	19

TOTAL QUARTER HOURS: 11

*Students may receive credit by successfully passing an examination.

BUSINESS COMPUTER PROGRAMMING

CURRICULUM DESCRIPTION

The primary objective of the Business Computer Programming curriculum is to prepare individuals for gainful employment as computer programmers. The objective is fulfilled through study and application in areas such as computer and systems theories and concepts, data processing techniques, business operations, logic, flow charting, programming procedures and languages and types, uses and operation of equipment.

Entry-level jobs as computer programmer and computer programmer trainee are available. With experience and additional education, the individual may enter jobs such as data processing manager, computer programmer manager, systems analyst and systems manager.



BUSINESS COMPUTER PROGRAMMING

		Hours Per Week	Quarters Hours Credit
FALL QUARTER			
BCP 104—Introduction to Data Processing	4	2	5
BCP 106—Programming Concepts I	4	2	5
MAT 100—Intermediate Algebra	5	0	5
	<u>13</u>	<u>4</u>	<u>15</u>
WINTER QUARTER			
BCP 107—Introduction to Concepts II	4	2	5
BUS 120—Principles of Accounting I	5	2	6
MAT 107—Electronic Data Processing Mathematics ...	5	0	5
	<u>14</u>	<u>4</u>	<u>16</u>
SPRING QUARTER			
BCP 206—Introduction to Cobol	4	2	5
BCP 215—Operating Systems	4	2	5
BUS 121—Principles of Accounting II	5	2	6
	<u>13</u>	<u>6</u>	<u>16</u>
SUMMER QUARTER			
BCP 207—Intermediate Cobol.....	4	2	5
BCP 216—Microcomputer Application	4	2	5
BUS 226—Cost Accounting	5	0	5
ENG 121—Grammar and Composition II	3	0	3
	<u>16</u>	<u>4</u>	<u>18</u>
FALL QUARTER			
BCP 208—Advanced Cobol	4	2	5
BCP 218—Microcomputer Programming	3	4	5
BUS 101—Introduction to Business	5	0	5
ENG 122—Grammar and Composition II	3	0	3
	<u>15</u>	<u>6</u>	<u>18</u>
WINTER QUARTER			
BCP 219—Database Management	4	2	5
BCP 224—Report Program Generator	4	2	5
ENG 123—Technical Writing	3	0	3
MAT 250—Introductory Statistics	4	2	5
	<u>15</u>	<u>6</u>	<u>18</u>
SPRING QUARTER			
BCP 220—Introduction to Systems Analysis.....	3	4	5
BCP 225—Report Program Generator	4	2	5
ENG 224—Oral Communications	3	0	3
Social Science Elective	3	0	3
	<u>13</u>	<u>6</u>	<u>16</u>

TOTAL QUARTER HOURS: 111

BUSINESS COMPUTER PROGRAMMING DIPLOMA

Completion of the following courses will result in the awarding of a Diploma in Business Computer Programming. Upon further study, the student may be awarded an Associate in Applied Science Degree in Business Computer Programming.

		Hours Per Week	Quarter Hours Credit
		Class	Lab
FALL QUARTER			
BP 104—Introduction to Data Processing	4	2	5
EG 121—Grammar and Composition I	<u>3</u>	0	<u>3</u>
	<u>7</u>	2	<u>8</u>
WINTER QUARTER			
BP 106—Programming Concepts I	4	2	5
MT 100—Intermediate Algebra	<u>5</u>	0	<u>5</u>
	<u>9</u>	2	<u>10</u>
SPRING QUARTER			
BP 107—Programming Concepts II	4	2	5
ELG 122—Grammar and Composition II	<u>3</u>	0	<u>3</u>
	<u>7</u>	2	<u>8</u>
SUMMER QUARTER			
BC 206—Introduction to COBOL	4	2	5
BC 216—Microcomputer Applications	<u>4</u>	2	<u>5</u>
	<u>8</u>	4	<u>10</u>
FALL QUARTER			
BC 207—Intermediate COBOL	4	2	5
BU 120—Principles of Accounting	<u>5</u>	2	<u>6</u>
	<u>9</u>	4	<u>11</u>
WINTER QUARTER			
BU 121—Principles of Accounting	5	2	6
BC 218—Microcomputer Programming	<u>3</u>	4	<u>5</u>
	<u>8</u>	6	<u>11</u>
SPRING QUARTER			
BC 215—Operating Systems	4	2	5
BU 226—Cost Accounting	<u>5</u>	0	<u>5</u>
	<u>9</u>	2	<u>10</u>

TOTAL QUARTER HOURS: 68

BUSINESS COMPUTER PROGRAMMING CERTIFICATE

Completion of the following courses will result in the awarding of a Certificate in Business Computer Programming. Upon further study the student may be awarded a Diploma in Business Computer Programming.

		Hours Per Week	Quarter Hours Credit
		Class	Lab
FALL QUARTER			
BCP 104—Introduction to Data Processing	4	2	5
ENG 121—Grammar and Composition I	3	0	3
	<hr/>	<hr/>	<hr/>
	7	2	8
WINTER QUARTER			
BCP 106—Programming Concepts I	4	2	5
BUS 120—Principles of Accounting I	5	2	6
	<hr/>	<hr/>	<hr/>
	9	4	11
SPRING QUARTER			
BCP 107—Programming Concepts II	4	2	5
BCP 215—Operating Systems	4	2	5
	<hr/>	<hr/>	<hr/>
	8	4	10
SUMMER QUARTER			
BCP 206—Introduction to COBOL	4	2	5
BCP 216—Microcomputer Applications	4	2	5
	<hr/>	<hr/>	<hr/>
	8	4	10
TOTAL QUARTER HOURS:			30

CRIMINAL JUSTICE TECHNOLOGY

CURRICULUM DESCRIPTION

The Criminal Justice Technology curriculum is designed so that it may be a multifaceted program of study. It may consist of study options in corrections, law enforcement and security services.

The curriculum is designed with a core of courses to afford one the opportunity to acquire basic knowledge, skills and attitudes in the generally accepted subject areas associated with a two-year study of correctional services, law enforcement services and security services. It includes subjects such as interpersonal communications, law, psychology and sociology.

In addition to core subjects, the correctional services option provides an opportunity to study other generally accepted subjects indigenous to a two-year correctional services program such as confinement facility administration, correction law, counseling, probation-parole services and rehabilitation options. Similarly, the law enforcement option provides an opportunity to study other generally accepted subjects included in a two-year law enforcement services program such as criminal behavior, criminal investigation, patrol operation, traffic management, and other aspects of law enforcement administration and operations. The security services option provides an opportunity to study other generally accepted subjects related to a two-year security services program such as accident prevention and safety management, common carrier protection, fire prevention, private security, industrial security, retail security, security systems and surveillance.

Job opportunities are available with federal, state, county and municipal governments. In addition, knowledge, skills and attitudes acquired in this course of study qualifies one for job opportunities with private enterprise in such areas as industrial, retail and private security.

CRIMINAL JUSTICE

		Hours Per Week	Quar Hou Cre
	Class	Lab	
FALL QUARTER			
BCP 216—Microcomputer Applications	4	2	5
CJC 101—Introduction to the Administration of Justice	5	0	5
CJC 225—Criminal Procedures	3	0	3
MAT 151—Contemporary College Math I	5	0	5
Social Science Elective	3	0	3
	<hr/>	<hr/>	<hr/>
	20	2	21
WINTER QUARTER			
CJC 102—Introduction to Criminology	5	0	5
CJC 115—Criminal Law I	3	0	3
CJC 209—Interviews and Interrogations	3	2	4
ENG 121—Grammar and Composition I	3	0	3
HEA 102—First Aid and Safety	3	0	3
	<hr/>	<hr/>	<hr/>
	17	2	18
SPRING QUARTER			
BIO 121—Human Anatomy and Physiology I	3	3	4
CJC 116—Criminal Law II	3	0	3
CJC 220—Criminal Justice Organization and Administration	3	0	3
ENG 122—Grammar and Composition II	3	0	3
POL 201—American Federal Government	5	0	5
	<hr/>	<hr/>	<hr/>
	17	3	18
FALL QUARTER			
CJC 104—Introduction to Security	3	0	3
CJC 113—Identification Techniques	3	0	3
CJC 202—Criminal Justice and the Community	3	0	3
CJC 221—Criminal Justice Supervision	3	2	4
POL 202—State and Local Government	5	0	5
	<hr/>	<hr/>	<hr/>
	17	2	18
WINTER QUARTER			
CJC 210—Fundamentals of Investigation I	3	2	4
CJC 222—Police Operations	5	0	5
CJC 110—Juvenile Delinquency	3	0	3
ENG 224—Oral Communication	3	0	3
SOC 202—Social Problems	5	0	5
	<hr/>	<hr/>	<hr/>
	19	2	20
SPRING QUARTER			
CJC 103—Introduction to Corrections	5	0	5
CJC 211—Fundamentals of Investigation II	3	2	4
CJC 240—Officer Survival & Apprehension Tactics	3	2	4
ENG 123—Technical Writing	3	0	3
LEG 205—Evidence	3	0	3
	<hr/>	<hr/>	<hr/>
	17	4	19

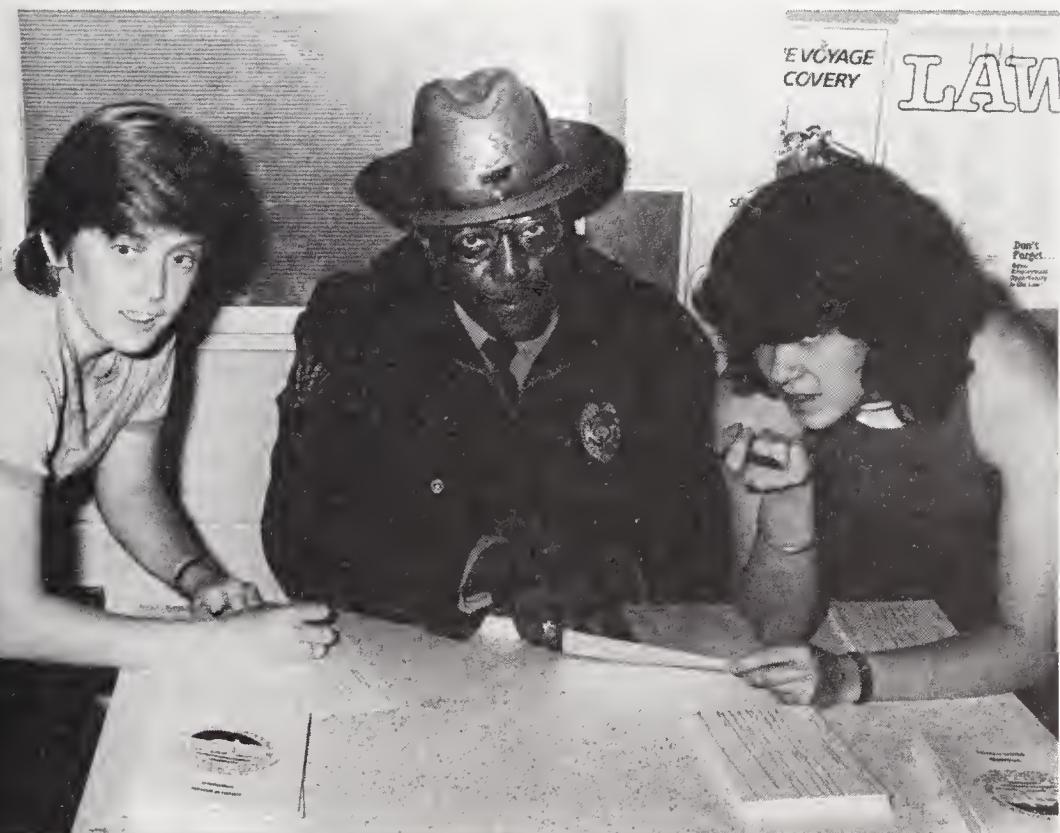
TOTAL QUARTER HOURS: 4

CRIMINAL JUSTICE

The following substitutions may be made:

HOUR CREDITS	COURSE NO.	COURSE TITLE	IN LIEU OF
3 5	ENG 101	English Composition I	ENG 121
3 5	ENG 102	English Composition II	ENG 122
3 5	ENG 103	English Composition III	ENG 123
3 5	MAT 100	Intermediate Algebra	MAT 151
3 5	CJC 251	Basic Law Enforcement Training	CJC 222
3 5	PSY 201	Introduction to Psychology	PSY 206
3 5	SOC 201	Introduction to Sociology	SOC 202
2 5	ENG 201	Fundamentals of Speech	ENG 224

The following courses may be taken as a criminal justice elective.



DENTAL HYGIENE

CURRICULUM DESCRIPTION

This Dental Hygiene Curriculum prepares graduates to take patient histories, teach oral hygiene, clean teeth, take x-rays and apply preventive agents under the supervision of a dentist. Dental hygienists may be employed in dentists' offices, clinics, schools, public health agencies, industry and educational institutions.

Graduates are eligible to take the National Board Dental Hygiene examination, which is administered by the American Dental Association, Joint Commission on Dental Examinations; and the State Board of Dental Examiners. A passing grade on both examinations is required for practice as a Registered Dental Hygienist in North Carolina.

Individuals desiring a career in dental hygiene should take biology, algebra, and chemistry courses prior to entering the program.

ADMISSIONS REQUIREMENTS

Special admission requirements in addition to the regular college requirements:

1. High school chemistry and preferably have pursued the college preparatory curriculum including biology and two units of mathematics.
2. Personal interview by members of the Admissions Committee

ACADEMIC REGULATIONS

A student will be considered to be on probation during a quarter if the student is not maintaining a "C" grade in a dental related course. A student will be suspended from the Dental Hygiene Program if a grade of less than "C" is earned in a dental related course (DEN). In the case of a lecture/laboratory course, a "C" must be maintained in both the lecture and the laboratory components in order to remain in the program.

DENTAL HYGIENE

		Hours Per Week	Quarter Hours	Credit
		Class	Lab	
FALL QUARTER				
BIO 121—Human Anatomy and Physiology I	3	3		4
DEN 101—Dental Anatomy	3	0		3
DEN 102—Head and Neck Anatomy	3	0		3
DEN 111—Preclinical Dental Hygiene I	3	9		6
DEN 125—First Aid and Emergencies (CPR)	0	2		1
	<u>12</u>	<u>14</u>		<u>17</u>
WINTER QUARTER				
BIO 122—Human Anatomy and Physiology II	3	3		4
CHE 131—General and Organic Chemistry	4	2		5
DEN 112—Preclinical Dental Hygiene II	2	9		5
DEN 121—General and Oral Pathology	4	0		4
	<u>13</u>	<u>14</u>		<u>18</u>
SPRING QUARTER				
BIO 123—Introduction to Microbiology	3	3		4
CHE 132—Biochemistry and Nutrition	4	0		4
DEN 113—Clinical Dental Hygiene I	2	9		5
DEN 212—Dental Radiology	3	3		4
DEN 224—Dental Specialties	3	0		3
	<u>15</u>	<u>15</u>		<u>20</u>
SUMMER QUARTER (5½ WEEKS)				
DEN 214—Clinical Dental Hygiene II	2	12		3
DEN 234—Dental Materials	6	6		4
DEN 255—Dental Pharmacology/Dental Emergencies	4	0		2
	<u>12</u>	<u>18</u>		<u>9</u>
ALL QUARTER				
DEN 135—Dental Health Education	2	0		2
DEN 204—Chairside Assisting	1	3		2
DEN 215—Clinical Dental Hygiene III	3	12		7
DEN 222—Periodontology	2	0		2
ENG 101—English Composition I	3	0		3
PSY 206—Applied Psychology	3	0		3
	<u>14</u>	<u>15</u>		<u>19</u>
WINTER QUARTER				
DEN 216—Clinical Dental Hygiene IV	3	12		7
DEN 225—Dental Specialties Clinic	0	3		1
DEN 226—Community Dentistry I	4	0		4
ENG 102—English Composition II	3	0		3
SOC 201—Introduction to Sociology	5	0		5
	<u>15</u>	<u>15</u>		<u>20</u>
PRING QUARTER				
EN 217—Clinical Dental Hygiene V	3	12		7
EN 227—Community Dentistry II	0	3		1
EN 228—Office Management	2	0		2
PH 201—Fundamentals of Speech	3	0		3
English, Social Science/Humanities				
Elective	3	0		3
	<u>11</u>	<u>15</u>		<u>16</u>

TOTAL QUARTER HOURS: 119

Off-campus training site for the Dental Hygiene Program is:

Naval Regional Dental Center, Camp Lejeune, NC

ELECTRONICS ENGINEERING TECHNOLOGY

CURRICULUM DESCRIPTION

The Electronics curriculum provides a basic background in electronics related theory, with practical applications of electronics for business and industry. Courses are designed to develop competent electronic technicians who may work as assistants to engineers or as liaison between engineers and skilled craftspersons.

The electronics technician will start in one or more of the following areas: research, design, development, production, maintenance or sales. The graduate may begin as an electronics technician, an engineering aide, laboratory technician, supervisor or an equipment specialist.



ELECTRONICS ENGINEERING TECHNOLOGY

		Hours Per Week	Quarter Hours	Credit
		Class	Lab	
ALL QUARTER				
FT 113—Electronic Drafting	2	6		4
LC 111—Introduction to Electric Circuits	3	6		5
NG 121—Grammar and Composition I	3	0		3
AT 121—Introduction to Technical Mathematics	5	0		5
	<hr/>	13	12	<hr/> 17
INTER QUARTER				
CP 102—Programming (for Electronics)	3	2		4
LC 112—Electrical Fundamentals I (DC)	3	6		5
NG 122—Grammar and Composition II	3	0		3
AT 122—Technical Mathematics I	5	0		5
	<hr/>	14	8	<hr/> 17
SPRING QUARTER				
LC 113—Electrical Fundamentals II (AC)	3	6		5
LN 121—Electronics I (Devices)	3	6		5
NG 123—Technical Writing	3	0		3
AT 123—Technical Mathematics II	5	0		5
	<hr/>	14	12	<hr/> 18
SUMMER QUARTER				
LC 114—Electrical Fundamentals III (Network Analysis)	3	3		4
LN 122—Electronics II (Circuits)	5	6		7
AT 124—Technical Mathematics III	5	0		5
	<hr/>	13	9	<hr/> 16
ALL QUARTER				
LN 123—Electronics III (Active Circuit Analysis)	3	6		5
LN 218—Pulse, Logic, and Digital Circuits	3	4		5
LY 121—Measurements and Mechanics	3	2		4
	<hr/>	9	12	<hr/> 14
INTER QUARTER				
LN 219—Digital Fundamentals	3	6		5
LN 223—Electronic Instruments & Measurements	3	6		5
LY 122—Properties of Matter, Temperature, and Heat	3	2		4
Social Science Elective	3	0		3
	<hr/>	12	14	<hr/> 17
SPRING QUARTER				
LN 224—Computer and Microprocessor Fundamentals	3	6		5
LN 242—Communications	5	4		7
LY 123—Thermodynamics, Waves and Optics	3	2		4
	<hr/>	11	12	<hr/> 16
SUMMER QUARTER				
LN 225—Microprocessor Interfacing	3	6		5
LN 246—Electronics Design Project	0	6		2
LG 224—Oral Communication	3	0		3
Social Science Elective	3	0		3
	<hr/>	9	12	<hr/> 13

TOTAL QUARTER HOURS: 128

EXECUTIVE SECRETARY

CURRICULUM DESCRIPTION

The purposes of the Secretarial—Executive curriculum are to: (1) prepare the individual to enter the secretarial profession, (2) provide an educational program for individuals wanting education for upgrading (moving from secretarial position to another) or retraining (moving from present position to secretarial position) and (3) provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of typewriting, shorthand, transcription and business machines. Through these skills the individual will be able to perform office-related activities and through the development of personal competencies and qualities will be provided the opportunity to enter the secretarial profession.

GRADUATE PROSPECTS

The graduate of the Executive Secretary curriculum should have a knowledge of business terminology, skill in dictation and accurate transcription of business letters and reports. The graduate may be employed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, or reports. The secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with meeting office callers, screening telephone calls, and being an assistant to an executive. The graduate may enter a secretarial position in a variety of offices in businesses such as insurance companies, banks, marketing institutions, and financial firms.

EXECUTIVE SECRETARY

		Hours Per Week	Quarter Hours Credit
		Class	Lab
FALL QUARTER			
BUS 102—Beginning Typewriting*	3	2	4
BUS 106—Beginning Shorthand*	3	2	4
BUS 110—Office Machines	2	2	3
ENG 100—Grammar	3	0	3
MAT 110—Business Mathematics	5	0	<u>5</u>
		<u>16</u>	<u>6</u>
			<u>19</u>
WINTER QUARTER			
US 101—Introduction to Business	5	0	5
US 103—Intermediate Typewriting	3	2	4
US 107—Intermediate Shorthand	3	2	4
US 183E—Terminology and Vocabulary	3	0	3
NG 124—Composition	3	0	<u>3</u>
		<u>17</u>	<u>4</u>
			<u>19</u>
SPRING QUARTER			
US 104—Advanced Typewriting	3	2	4
US 108—Advanced Shorthand	3	2	4
US 134—Personal Development	3	0	3
US 211—Office Procedures	3	2	4
NG 224—Oral Communication	3	0	<u>3</u>
		<u>15</u>	<u>6</u>
			<u>18</u>
ALL QUARTER			
CP 204—Introduction to Data Processing -			
Microcomputer Applications	3	2	4
US 191—Basic Word Processing	2	2	3
US 206E—Dictation, Transcription, and			
Word Processing	3	2	4
NG 226—Written Communication	3	0	3
Social Science Elective	3	0	<u>3</u>
		<u>14</u>	<u>6</u>
			<u>17</u>
INTER QUARTER			
US 115—Business Law I	5	0	5
US 118—Secretarial Accounting	5	2	6
US 204E—Technical Typewriting I	2	2	3
US 212—Transcription Machines I and			
Word Processing	2	2	3
CO 108—Consumer Economics	3	0	<u>3</u>
		<u>17</u>	<u>6</u>
			<u>20</u>
SPRING QUARTER			
US 112—Records Management	4	0	4
US 205E—Technical Typewriting II	2	2	3
US 213—Transcription Machines II and			
Word Processing	2	2	3
US 214—Office Simulation	3	2	4
SY 206—Applied Psychology	3	0	<u>3</u>
		<u>14</u>	<u>6</u>
			<u>17</u>

TOTAL QUARTER HOURS: 110

Students may receive credit by successfully passing an examination.

Approved for fulfilling degree requirements for college transfer

FIRE PROTECTION TECHNOLOGY

CURRICULUM DESCRIPTION

The Fire Protection curriculum is designed to enable individuals to draw on technical and professional knowledge in making effective decisions concerning fire protection. Through technical education, the individual acquires specialized knowledge in this field of public service and develops specific competencies for the performance of fire service administrative and supervisory duties. The curriculum includes areas such as the scientific understanding of fire hazards and their control and general courses that prepare one to work with people harmoniously.

Opportunities are excellent for the individual with adequate training and ability. Students seeking employment may be hired by governmental agencies, industrial firms, educational organizations and insurance rating organizations. Employed persons should have opportunities for positions requiring increased skill and responsibility as they increase their job competence.



FIRE PROTECTION TECHNOLOGY

		Hours Per Week	Quarter Hours	Credit
		Class	Lab	
ALL QUARTER				
HE 100—General Chemistry	3	3		4
NG 121—Grammar and Composition I	3	0		3
IP 101—Introduction to Fire Protection	3	0		3
IAT 151—Contemporary College Math I	5	0		5
	<u>14</u>	<u>3</u>		<u>15</u>
INTER QUARTER				
NG 122—Grammar and Composition II	3	0		3
IP 104—Fire Protection Codes and Standards	2	3		3
IP 115—Fire Prevention Programs	3	0		3
HY 122—Properties of Matter, Temperature, and Heat	3	2		4
Elective	3	0		3
	<u>14</u>	<u>5</u>		<u>16</u>
SPRING QUARTER				
FT 118—Drafting & Blueprint Interpretation	2	4		4
NG 123—Technical Writing	3	0		3
IP 205—Industrial Fire Hazards	3	3		4
IP 211—Insurance Grading Schedules	3	0		3
Elective	3	0		3
	<u>14</u>	<u>7</u>		<u>17</u>
SUMMER QUARTER				
LC 102—Electrical Standards for Fire Protection	3	2		4
IP 102—Municipal Fire Protection	3	0		3
IP 230—Hydraulics & Water Distribution Systems	3	2		4
IP 246—Portable & Fixed Extinguishing Systems	3	2		4
	<u>12</u>	<u>6</u>		<u>15</u>
ALL QUARTER				
IP 218—Hazardous Materials	3	2		4
IP 231—Sprinkler & Standpipe Systems	3	3		4
IP 235—Inspection Principles & Practices	3	4		5
DL 202—State and Local Government	5	0		5
	<u>14</u>	<u>9</u>		<u>18</u>
INTER QUARTER				
CP 216—Microcomputer Applications	4	2		5
P 220—Fire Fighting Strategy	2	3		3
P 225—Fire Protection Law	3	0		3
P 244—Fire Alarm Systems	3	0		3
PH 201—Fundamentals of Speech	3	0		3
	<u>15</u>	<u>5</u>		<u>17</u>
SPRING QUARTER				
JS 272—Principles of Supervision	3	0		3
P 135—Training Programs & Methods of Instruction	4	0		4
P 201—Arson Detection and Investigation	3	3		4
P 216—Chemical and Radiation Hazards	3	2		4
Elective	3	0		3
	<u>16</u>	<u>5</u>		<u>18</u>

TOTAL QUARTER HOURS: 116

The following substitutions may be made:

COURSE NO.	COURSE TITLE	IN LIEU OF
CHE 161	General Chemistry I	CHE 101
CJC 221	Criminal Justice Supervision	BUS 221
ENG 101	English Composition I	ENG 111
ENG 102	English Composition II	ENG 121
ENG 103	English Composition III	ENG 131
MAT 161	College Algebra	MAT 111
PSY 201	Introduction to Psychology	PSY 261

Electives may be selected from the following: Economics, Psychology, Sociology, Social Science, Humanities, Fine Arts, Government, History, or Physical Education. In addition, the Criminal Justice curriculum offers courses which are of relevance to fire protection students. Students should obtain the guidance of a counselor or a Fire Protection faculty advisor prior to registering for elective courses.



GENERAL OFFICE TECHNOLOGY

CURRICULUM DESCRIPTION

The purposes of the General Office curriculum are to: (1) prepare the individual to enter clerical-office occupations, (2) provide an educational program for individuals wanting education for upgrading (moving from one position to another or retraining (moving from present position to clerical position), and (3) provide an opportunity for individuals wanting to fulfill professional or general interest needs. These purposes will be fulfilled through skill development in the areas of typewriting, filing and business machines. Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in office-related activities.

GRADUATE PROSPECTS

Examples of opportunities available to the graduate of the General Office Technology curriculum are receptionist, clerk-typist, bookkeeper, file clerk, machine transcriptionist, and a variety of other clerical-related positions. Positions are available in almost every type of business, large or small.



GENERAL OFFICE TECHNOLOGY

		Hours Per Week	Quarter Hours	Credit
	Class	Lab		
FALL QUARTER				
BUS 101—Introduction to Business	5	0		5
BUS 102—Beginning Typewriting*	3	2		4
ENG 100—Grammar	3	0		3
MAT 110—Business Mathematics	5	0		5
	<hr/>	<hr/>		<hr/>
	16	2		17
WINTER QUARTER				
BUS 103—Intermediate Typewriting	3	2		4
BUS 110—Office Machines	2	2		3
BUS 183E—Terminology & Vocabulary	3	0		3
ECO 108—Consumer Economics	3	0		3
ENG 124—Composition	3	0		3
	<hr/>	<hr/>		<hr/>
	14	4		16
SPRING QUARTER				
BUS 104—Advanced Typewriting	3	2		4
BUS 112—Records Management	4	0		4
BUS 134—Personal Development	3	0		3
BUS 211—Office Procedures	3	2		4
ENG 224—Oral Communication	3	0		3
	<hr/>	<hr/>		<hr/>
	16	4		18
FALL QUARTER				
BCP 204—Introduction to Data Processing				
Microcomputer Applications	3	2		4
BUS 191—Basic Word Processing	2	2		2
ENG 226—Written Communication	3	0		3
PSY 206—Applied Psychology	3	0		3
Social Science Elective	3	0		3
	<hr/>	<hr/>		<hr/>
	14	4		16
WINTER QUARTER				
BUS 204E—Technical Typewriting I	2	2		2
BUS 115—Business Law I	5	0		5
BUS 212—Transcription Machines I and Word Processing	2	2		2
BUS 220—Recordkeeping I	5	2		6
	<hr/>	<hr/>		<hr/>
	14	6		16
SPRING QUARTER				
BUS 205E—Technical Typewriting II	2	2		2
BUS 213—Transcription Machines II and Word Processing	2	2		2
BUS 216—Office Practicum	3	12		12
BUS 221—Recordkeeping II	5	2		6
	<hr/>	<hr/>		<hr/>
	12	18		18

TOTAL QUARTER HOURS: 03

*Students may receive credit by successfully completing an examination.

*Approved for fulfilling degree requirements for college transfer

LEGAL SECRETARY

CURRICULUM DESCRIPTION

The purposes of the Secretarial—Legal curriculum are to: (1) prepare the individual to enter the legal secretarial profession through work in a lawyer's office, in city, county, state or government offices, (2) provide an educational program for individuals wanting education for upgrading (moving from one legal secretarial position to another) or re-training (moving from present position to legal secretarial position), and (3) provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of legal typewriting, shorthand transcription and business machines. Through these skills the individual will be able to perform legal, office-related activities and through the development of personal competencies and qualities will be provided the opportunity to enter the legal secretarial profession.

GRADUATE PROSPECTS

The graduate of the Legal Secretary Curriculum should have a knowledge of legal terminology, skill in dictation and accurate transcription of legal records, reports, letters, and documents. The duties of a legal secretary may consist of: taking dictation and transcribing letters, memoranda and reports, meeting office callers and screening telephone calls, filing, and scheduling appointments. Opportunities for employment of the graduate exist in a variety of secretarial positions in the legal profession such as in lawyers' offices and state and government offices.

LEGAL SECRETARY

		Hours Per Week	Quarter Hours	Credit
	Class	Lab		
FALL QUARTER				
BUS 101—Introduction to Business	5	0	5	5
BUS 102—Beginning Typewriting*	3	2	4	4
BUS 106—Beginning Shorthand*	3	2	4	4
ENG 100—Grammar	3	0	3	3
	<hr/>	<hr/>	<hr/>	<hr/>
	14	4	16	
WINTER QUARTER				
BUS 103—Intermediate Typewriting	3	2	4	4
BUS 107—Intermediate Shorthand	3	2	4	4
BUS 110—Office Machines	2	2	3	3
ENG 124—Composition	3	0	3	3
MAT 110—Business Mathematics	5	0	5	5
	<hr/>	<hr/>	<hr/>	<hr/>
	16	6	19	
SPRING QUARTER				
BUS 104—Advanced Typewriting	3	2	4	4
BUS 108—Advanced Shorthand	3	2	4	4
BUS 134—Personal Development	3	0	3	3
BUS 183L—Legal Terminology and Vocabulary	3	0	3	3
BUS 211—Office Procedures	3	2	4	4
ENG 224—Oral Communication	3	0	3	3
	<hr/>	<hr/>	<hr/>	<hr/>
	18	6	21	
FALL QUARTER				
BCP 204—Introduction to Data Processing -				
Microcomputer Applications	3	2	4	4
BUS 191—Basic Word Processing	2	2	3	3
BUS 206L—Dictation, Transcription, and				
Word Processing	3	2	4	4
ENG 226—Written Communications	3	0	3	3
Social Science Elective	3	0	3	3
	<hr/>	<hr/>	<hr/>	<hr/>
	14	6	17	
WINTER QUARTER				
BUS 115—Business Law I	5	0	5	5
BUS 118—Secretarial Accounting	5	2	6	6
BUS 204L—Technical Typewriting I	2	2	2	2
BUS 212L—Legal Transcription Machines I and				
Word Processing	2	2	2	2
	<hr/>	<hr/>	<hr/>	<hr/>
	14	6	17	
SPRING QUARTER				
BUS 112—Records Management	4	0	4	4
BUS 116—Business Law II	5	0	5	5
BUS 205L—Technical Typewriting II	2	2	2	2
BUS 213L—Legal Transcription Machines II and				
Word Processing	2	2	2	2
	<hr/>	<hr/>	<hr/>	<hr/>
	19	6	21	

TOTAL QUARTER HOURS: 12

*Students may receive credit by successfully passing an examination.

*Approved for fulfilling degree requirements for college transfer

MARKETING AND RETAILING

CURRICULUM DESCRIPTION

The Marketing and Retailing curriculum is designed to prepare the individual for entry into middle-management positions in various marketing and retailing businesses and industries. This purpose will be fulfilled through study and application in areas such as marketing and merchandising techniques, management, selling, advertising, retailing and credit and collection procedures.

Through knowledge and skills the individual will be able to perform marketing and distribution activities and through the development of personal competencies and qualities will be provided the opportunity to enter an array of marketing and distribution jobs.

GRADUATE PROSPECTS

The graduate of the Marketing and Retailing curriculum may enter a variety of career opportunities from beginning sales person to a manager trainee. Opportunities are available in the following type institutions: Hotel and Motel, Transportation, Finance, Insurance and various retailing, wholesaling, and manufacturing institutions that are performing the market functions such as buying and selling, management, and marketing: consumer and industrial; credit operations, and sales promotion.

MARKETING AND RETAILING

		Hours Per Week	Quarter Hours	Credit
	Class	Lab		
FALL QUARTER				
BUS 101—Introduction to Business	5	0	5	
BUS 110—Office Machines	2	2	3	
ECO 201—Principles of Economics I	3	0	3	
ENG 121—Grammar and Composition I	3	0	3	
MAT 110—Business Mathematics	<u>5</u>	0	<u>5</u>	
	<u>18</u>	<u>2</u>		<u>19</u>
WINTER QUARTER				
BCP 204—Introduction to Data Processing - Microcomputer Applications	3	2	4	
BUS 115—Business Law I	5	0	5	
BUS 120—Principles of Accounting I	5	2	6	
ECO 202—Principles of Economics II	3	0	3	
ENG 122—Grammar and Composition II	<u>3</u>	0	<u>3</u>	
	<u>19</u>	<u>4</u>		<u>21</u>
SPRING QUARTER				
BUS 116—Business Law II	5	0	5	
BUS 121—Principles of Accounting II	5	2	6	
BUS 245—Retailing	3	0	3	
ECO 203 Principles of Economics III	3	0	3	
ENG 224—Oral Communication	<u>3</u>	0	<u>3</u>	
	<u>19</u>	<u>2</u>		<u>20</u>
FALL QUARTER				
BCP 216—Microcomputer Application	4	2	5	
BUS 232—Sales Development	3	0	3	
BUS 239—Marketing	5	0	5	
BUS 249—Retail Merchandising Management	3	0	3	
ENG 123—Technical Writing	<u>3</u>	0	<u>3</u>	
	<u>18</u>	<u>2</u>		<u>19</u>
WINTER QUARTER				
BUS 123—Business Finance	5	0	5	
BUS 243—Advertising	3	2	4	
BUS 260—Commercial Display and Design I	2	2	3	
BUS 262—Fashion in Retailing	3	0	3	
Social Science Elective	<u>3</u>	0	<u>3</u>	
	<u>16</u>	<u>4</u>		<u>18</u>
SPRING QUARTER				
BUS 219—Credit Procedures	3	0	3	
BUS 235—Business Management	5	0	5	
BUS 268—Marketing and Retailing Internship	1	9	9	
BUS 272—Principles of Supervision	3	0	3	
PSY 206—Applied Psychology	<u>3</u>	0	<u>3</u>	
	<u>15</u>	<u>9</u>		<u>18</u>

TOTAL QUARTER HOURS: 15

MEDICAL LABORATORY TECHNOLOGY

CURRICULUM DESCRIPTION

The Medical Laboratory Technology curriculum prepares graduates to perform clinical laboratory procedures in chemistry, hematology, bacteriology, parasitology, serology, blood banking and body fluid analysis to develop data that may be used in the diagnosis of diseases and in evaluating the effectiveness of treatments.

The medical laboratory technician works under the supervision of a medical technologist and may be employed as a staff technician or assistant supervisor in a medical laboratory, or clinical instructor in an educational institution.

The graduate is eligible to take the registry examination given by the Board of Registry of Medical Technologists of the American Society of Clinical Pathologists for certification as a medical laboratory technician or the examination given by the National Certifying Agency as a clinical laboratory technician.

Individuals desiring a career in medical laboratory technology should, if possible, take algebra, biology and chemistry courses prior to entering the program.

ACADEMIC REGULATIONS

A student must maintain a cumulative quality point average of 2.0 and receive no grade below a "C" on any MLT course.

If a student makes a grade of "D" or lower on any MLT course, that student will be placed on academic probation. A second grade of "D" or lower on any concurrent or subsequent MLT course will result in the release of that student from the Medical Laboratory Technology Program.

READMISSION POLICY

A student requesting readmission to the Medical Laboratory Technology program must complete the admission process; i.e. interviews and physical and dental forms. All MLT courses for which a "D" or less was received must be repeated. Audit requirements for courses successfully completed will be determined individually, based on previous academic achievement.

MEDICAL LABORATORY TECHNOLOGY

	Hours Per Week		Quarter Hours Credit
FALL QUARTER	Class	Lab	
BIO 121—Human Anatomy and Physiology I	3	3	4
CHE 161—General Chemistry I	3	3	4
ENG 101—English Composition I	3	0	3
MAT 100—Intermediate Algebra**	5	0	5
MLT 100—Orientation to Medical Technology	2	0	2
	<u>16</u>	<u>6</u>	<u>18</u>
WINTER QUARTER			
BIO 122—Human Anatomy and Physiology II	3	3	4
CHE 162—General Chemistry II	3	3	4
MLT 101—Introduction to Clinical Laboratory	3	2	4
MLT 207—Clinical Microbiology I (includes Serology)	5	6	7
	<u>14</u>	<u>14</u>	<u>19</u>
SPRING QUARTER			
ENG 102—English Composition II	3	0	3
MLT 102—Hematology I	5	6	7
MLT 104—Prin. of Organic & Biochemistry	3	3	4
MLT 210—Immunohematology	2	3	3
Social Science/Humanities Elective	3	0	3
	<u>16</u>	<u>12</u>	<u>20</u>
FIRST SPLIT SUMMER SESSION			
MLT 202—Clinical Chemistry I	6	6	4
PSY 206—Applied Psychology***	6	0	3
SPH 201—Fundamentals of Speech	6	0	3
	<u>18</u>	<u>6</u>	<u>10</u>
FALL QUARTER			
BCP 204—Introduction to Data Processing - Microcomputer Applications	3	2	4
MLT 201—Hematology II	3	6	5
MLT 204—Clinical Chemistry II	3	4	4
MLT 208—Clinical Microbiology II	3	2	4
MLT 212—Preclinical Seminar	3	0	3
	<u>15</u>	<u>14</u>	<u>22</u>
WINTER QUARTER			
MLT 218—Clinical Practice*	0	40	10
	<u>0</u>	<u>40</u>	<u>10</u>
SPRING QUARTER			
MLT 220—Clinical Practice*	0	40	10
	<u>0</u>	<u>40</u>	<u>10</u>
SUMMER QUARTER (First Split Session)			
MLT 222—Clinical Practice*	0	40	10
	<u>0</u>	<u>40</u>	<u>10</u>
General Education	46	16	40
Medical Laboratory Technology	<u>33</u>	<u>156</u>	<u>73</u>
	<u>79</u>	<u>172</u>	<u>123</u>

Clinical Practice consists of rotating through the laboratory departments of Blood Bank, Coagulation, Chemistry, Hematology, Microbiology, Serology, and Urinalysis at one of the following hospitals:

Carteret General Hospital, Morehead City, NC

Senior Memorial Hospital, Kinston, NC

Naval Hospital, Camp Lejeune, NC

Onslow Memorial Hospital, Jacksonville, NC

Professional liability insurance must be procured prior to clinical practice.

College Algebra, MAT 161, may be substituted for Intermediate Algebra, MAT 100.

*Introduction to Psychology, PSY 201, may be substituted for Applied Psychology, PSY

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pproved for fulfilling degree requirements for college transfer

MEDICAL SECRETARY

CURRICULUM DESCRIPTION

The purposes of the Secretarial-Medical curriculum are to: (1) prepare individual to enter the medical secretarial profession through work in a doctor's office, in city, county, state or government offices, (2) provide educational program for individuals wanting education for upgrading (moving from one medical position to another) or retraining (moving from present position to medical secretarial position), and (3) provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of medical typewriting, shorthand transcription and business machines. Through these skills the individual will be able to perform medical, office-related activities and through the development of personal competencies and qualities will be provided the opportunity to enter the medical secretarial profession.

GRADUATE PROSPECTS

The graduate of the Medical Secretary curriculum should have a knowledge of medical terminology, skill in dictation and accurate transcription of medical records, reports and letters. The duties of a medical secretary may consist of: taking dictation and transcribing letters, memoranda and reports, meeting office callers and screening telephone calls, filing, and scheduling appointments. The graduate may enter a secretarial position in a variety of offices such as physicians', private and public hospitals, federal and state health programs, and the drug and pharmaceutical industry.

MEDICAL SECRETARY

		Hours Per Week	Quarter Hours	
		Class	Lab	Credit
FALL QUARTER				
BUS 101—Introduction to Business	5	0	5	
BUS 102—Beginning Typewriting*	3	2	4	
BUS 106—Beginning Shorthand*	3	2	4	
ENG 100—Grammar	3	0		3
	<u>14</u>	<u>4</u>		<u>16</u>
WINTER QUARTER				
BUS 103—Intermediate Typewriting	3	2	4	
BUS 107—Intermediate Shorthand	3	2	4	
BUS 110—Office Machines	2	2	3	
ENG 124—Composition	3	0	3	
MAT 110—Business Mathematics	5	0	5	
	<u>16</u>	<u>6</u>		<u>19</u>
SPRING QUARTER				
BUS 104—Advanced Typewriting	3	2	4	
BUS 108—Advanced Shorthand	3	2	4	
BUS 134—Personal Development	3	0	3	
BUS 183M—Medical Terminology & Vocabulary	3	0	3	
BUS 211—Office Procedures	3	2	4	
ENG 224—Oral Communication	3	0	3	
	<u>18</u>	<u>6</u>		<u>21</u>
FALL QUARTER				
BCP 204—Introduction to Data Processing - Microcomputer Applications	3	2	4	
BUS 191—Basic Word Processing	2	2	3	
BUS 205M—Medical Insurance Billing	2	2	3	
BUS 206M—Dictation, Transcription, and Word Processing	3	2	4	
BUS 284M—Medical Terminology & Vocabulary	3	0	3	
ENG 226—Written Communications	3	0	3	
	<u>16</u>	<u>8</u>		<u>20</u>
WINTER QUARTER				
BUS 115—Business Law I	5	0	5	
BUS 118—Secretarial Accounting	5	2	6	
BUS 204M—Technical Typewriting I	2	2	3	
BUS 212M—Medical Transcription Machines I and Word Processing	2	2	3	
ECO 108—Consumer Economics	3	0	3	
	<u>17</u>	<u>6</u>		<u>20</u>
SPRING QUARTER				
BUS 112—Records Management	4	0	4	
BUS 213M—Medical Transcription Machines II and Word Processing	2	2	3	
BUS 214M—Medical Office Simulation	3	2	4	
PSY 206—Applied Psychology	3	0	3	
Social Science Elective	3	0	3	
	<u>15</u>	<u>4</u>		<u>17</u>

TOTAL QUARTER HOURS: 13

*Students may receive credit by successfully passing an examination.

*Approved for fulfilling degree requirements for college transfer

PARALEGAL TECHNOLOGY

CURRICULUM DESCRIPTION

The Paralegal Technology curriculum trains individuals to work under the general direction of lawyers, to relieve lawyers of routine matters, and to assist them in the conduct of more complicated and difficult tasks. The legal technician should be capable of doing independent legal work under the supervision of a lawyer, supervise secretaries in their work for the lawyer, and search out information and court facts for the lawyer. Training will include general subjects such as English, accounting and psychology, as well as specialized legal courses such as legal definitions, court systems, laws, and techniques of investigation.

Graduates of the Paralegal Technology curriculum should be able to directly assist a lawyer or group of lawyers in most facets of law, but they must always work under the supervision of a lawyer. The legal technician will not be qualified to give legal advice, enter courtroom procedure, or be involved in litigation except as an assistant to the lawyer. Paralegal graduates will be able to assist in work on probate matters, conducting investigations, searching public records, preparation of tax forms, serving and filing legal documents, bookkeeping, library research, and providing office management assistance. Employment opportunities are available in public and private law firms and with individual lawyers.

ACADEMIC REGULATIONS

Students must maintain the quality point average in accordance with College Policy "Quality Point Average to Determine Continuance in School" for the two year curricula.

Any student receiving less than a "C" in any English, legal, or criminal justice course will be required to obtain the permission of the paralegal program director each quarter to continue in the program.

ADDITIONAL REQUIREMENTS

1. Demonstrate competency in typewriting.
2. Maintain standards of good moral character.
3. Demonstrate competency in paralegal technology by achieving a passing score (75%) in a comprehensive written examination, covering all legal and criminal justice courses, to be administered prior to graduation from the program.

PARALEGAL TECHNOLOGY

		Hours Per Week	Quarter Hours	Credit
	Class	Lab		
FALL QUARTER				
BCP 216—Microcomputer Applications	4	2		5
CJC 101—Introduction to the Administration of Justice	5	0		5
CJC 225—Criminal Procedure	3	0		3
ENG 121—Grammar and Composition I	3	0		3
PSY 206—Applied Psychology	3	0		3
	<hr/>	<hr/>		<hr/>
	18	2		19
WINTER QUARTER				
CJC 115—Criminal Law I	3	0		3
CJC 209—Interviews and Interrogation	3	2		4
ECO 122—Grammar and Composition II	3	0		3
LEG 111—Legal Research and Writing	3	2		4
LEG 225—Civil Procedure & Litigation	5	0		5
	<hr/>	<hr/>		<hr/>
	17	4		19
SPRING QUARTER				
BUS 115—Business Law I	5	0		5
CJC 116—Criminal Law II	3	0		3
ENG 123—Technical Writing	3	0		3
LEG 115—Real Property Law	3	2		4
POL 201—American Federal Government	5	0		5
	<hr/>	<hr/>		<hr/>
	19	2		20
FALL QUARTER				
BUS 116—Business Law II	5	0		5
ENG 224—Oral Communication	3	0		3
LEG 113—Family Law	3	0		3
LEG 215—Civil Wrongs	5	0		5
POL 202—State and Local Government	5	0		5
	<hr/>	<hr/>		<hr/>
	21	0		21
WINTER QUARTER				
CJC 210—Fundamentals of Investigation I	3	2		4
LEG 201—Trusts, Estates, & Probate Law	3	2		4
LEG 211—Law Office Management	3	2		4
MAT 151—Contemporary College Math I	5	0		5
Open Elective	3	0		3
	<hr/>	<hr/>		<hr/>
	17	6		20
SPRING QUARTER				
BUS 120—Principles of Accounting I	5	2		6
CJC 211—Fundamentals of Investigation II	3	2		4
LEG 205—Evidence	3	0		3
LEG 110—Professional Responsibility	3	0		3
SOC 202—Social Problems	5	0		5
	<hr/>	<hr/>		<hr/>
	19	4		21
SUMMER QUARTER				
LEG 250—Paralegal Internship**	0	10		1
	<hr/>	<hr/>		<hr/>
	0	10		1

TOTAL QUARTER HOURS: 1

*Work experience in a public or private law office may be substituted. See instructions for credit certification.

*Approved for fulfilling degree requirements for college transfer

The following substitutions may be made:

Quar	COURSE NO.	COUSE TITLE	IN LIEU OF
	CP 204	Introduction to Data Processing	BCP 216
	JS 272	Principles of Supervision	LEG 211
5	C 221	Criminal Justice Supervision	LEG 211
5	JG 101	English Composition I	ENG 121
3	JG 102	English Composition II	ENG 122
3	JG 103	English Composition III	ENG 123
3	AT 100	Intermediate Algebra	MAT 151
19	Y 201	Introduction to Psychology	PSY 206
	C 201	Introduction to Sociology	SOC 202
	H 201	Fundamentals of Speech	ENG 224



SURVEYING TECHNOLOGY

CURRICULUM DESCRIPTION

This program is designed to provide training for technicians in many areas of surveying. Surveyors are involved in land surveying, route surveying, photogrammetry, mapping, and other areas of land description and measurements. Nearly all construction of buildings, bridges, dams, highways, airfields and other engineered projects require one or more types of surveying.

Students will be trained as technicians to work with skilled professionals as instrument men, party chiefs, surveying aides, highway surveyors, mappers, and in many other surveying activities. Graduates of this program will be prepared to pursue the requirements necessary to become a registered land surveyor.

GRADUATE PROSPECTS

An individual upon graduation from this program should qualify for various jobs such as Instrument Man, Party Chief, Notekeeper; Draftsman, or Inspector. These jobs are available through highway departments, city governments, U. S. Coast & Geodetic Survey Department, U. S. Army Corps of Engineers, N. C. Geodetic Survey Division of the Conservation and Development Department, and private engineering and surveying concerns.

The Board of Registration for Professional Engineers and Land Surveyors of North Carolina accepts this surveying program toward the statutory experience requirements.

ACADEMIC REGULATIONS

Any student who receives a final grade lower than "C" in any CLMAT or DFT course will be placed on academic probation and must obtain permission from the surveying program director each quarter to continue in the curriculum.

SURVEYING TECHNOLOGY

		Hours Per Week	Quarter Hours Credit
		Class	Lab
ALL QUARTER			
CV 101—Surveying I	2	9	5
CV 121—Computations I	0	6	2
DT 101—Technical Drafting	2	6	4
NG 121—Grammar and Composition I	3	0	3
	<hr/>	<hr/>	<hr/>
	7	21	14
INTER QUARTER			
DP 216—Microcomputer Applications	4	2	5
CV 102—Surveying II	2	6	4
CV 123—Computations II	0	6	2
NG 122—Grammar and Composition II	3	0	3
DT 122—Technical Mathematics I	5	0	5
	<hr/>	<hr/>	<hr/>
	14	14	19
SPRING QUARTER			
CV 103—Surveying III	2	6	4
DT 102—Civil Drafting	2	6	4
DT 123—Technical Mathematics II	5	0	5
PL 221—U. S. Government	3	0	3
	<hr/>	<hr/>	<hr/>
	12	12	16
SUMMER QUARTER			
CV 104—Surveying IV	2	6	4
CV 109—Surveying Law	5	0	5
DT 124—Technical Mathematics III	5	0	5
Social Science/Humanities Elective	3	0	3
	<hr/>	<hr/>	<hr/>
	15	6	17
FALL QUARTER			
CV 211—Topographic Surveying	2	6	4
CV 218—Construction Surveying	2	9	5
CV 223—Codes, Contracts, and Specifications	2	0	2
CV 228—Introduction to Drainage	2	3	3
EG 123—Technical Writing	3	0	3
	<hr/>	<hr/>	<hr/>
	11	18	17
WINTER QUARTER			
CV 212—Route Surveying	2	6	4
CV 226—Properties of Highway Materials	5	6	7
CV 229—Highway Drainage	2	3	3
EG 224—Oral Communication	3	0	3
	<hr/>	<hr/>	<hr/>
	12	15	17
SPRING QUARTER			
CV 213—Advanced Land Surveying	3	3	4
CV 214—Mapping and Subdivision Planning	2	6	4
CV 227—Construction of Roads & Pavements	2	3	3
CV 230—Subdivision Drainage	2	3	3
CV 231—Computer Application to Hydrology	5	0	5
	<hr/>	<hr/>	<hr/>
	14	15	19

DIPLOMA PROGRAMS

OCCUPATIONAL DIVISION

The following curriculums in the Trade Division require all students to purchase tools/uniforms and safety equipment. These requirements are mandatory for all students enrolled in these programs. Purchasing of the tools/uniforms will be conducted by each department via instructor and students.

Department	Requirements	Quarter Due
Auto-Body Repair	Tools/Uniforms	Fall
Auto Mechanics	Tools/Uniforms	Fall
Air Cond., Heating & Refrig.	Tools	Fall/Winter/Spring
Diesel Vehicle Maintenance	Tools/Uniforms	Fall
Drafting	Tools	Fall
Electrical	Tools	Fall
Electronics	Tools	Fall/Winter/Spring
Machinist	Tools/Uniforms	Fall
Welding	Tools/Uniforms	Fall



AIR CONDITIONING, HEATING AND REFRIGERATION

CURRICULUM DESCRIPTION

The Air Conditioning, Heating, and Refrigeration curriculum develops understanding of the basic principles involved in the construction, installation, operation and maintenance of climate control equipment. Courses in blueprint reading, duct construction, welding, circuits and controls, math, science and general education are included to help provide supporting skills necessary for the mechanic to function successfully in the trade.

The air conditioning, heating and refrigeration mechanic installs, maintains, services, and repairs environmental control systems in residences, department and food stores, office buildings, industries, restaurants, institutions, and commercial establishments. Job opportunities exist with companies that specialize in air conditioning, heating, and commercial refrigeration installation and service. The graduate should be able to assist in installing mechanical equipment, duct work, and electrical controls necessary in residential and commercial projects. With experience the graduate should be able to service various air conditioning, heating, and refrigeration components; troubleshoot systems; and provide the preventive maintenance required of mechanical equipment. This person may be employed in areas of maintenance, installation, sales, and service in the field of air conditioning, heating and cooling.

At the completion of this program an Advanced Diploma in Air Conditioning, Heating and Refrigeration will be awarded.

SPECIAL REQUIREMENTS

Tools listed in Group "A" will be used early in the First Quarter (Fall). Tools as listed in Group "B" will be required for the Second Quarter (Winter). Tools in Group "C" will be obtained no later than the Third Quarter (Spring).

AIR CONDITIONING, HEATING AND REFRIGERATION

			Hours Per Week	Quart. Hour Credi
	Class	Lab	Shop	
FALL QUARTER				
AHR 1121—Fundamentals of Refrigeration I . . .	5	0	6	7
DFT 1181—Mechanical/Electrical Blueprints and Layouts.....	2	0	3	3
ELC 1102—Basic Electricity	3	0	3	4
MAT 1101—Fundamentals of Mathematics	5	0	0	5
	<u>15</u>	<u>0</u>	<u>12</u>	<u>19</u>
WINTER QUARTER				
AHR 1122—Fundamentals of Refrigeration II . . .	2	0	6	4
ELC 1113—Electric Motors and Controls.....	7	0	12	11
PHY 1106—Mechanics	3	2	0	4
	<u>12</u>	<u>2</u>	<u>18</u>	<u>19</u>
SPRING QUARTER				
AHR 1125—Principles of Environmental Control	8	0	6	10
AHR 1126—Sheet Metal I	2	0	3	3
ENG 1102—Professional Communication I	3	0	0	3
	<u>13</u>	<u>0</u>	<u>9</u>	<u>16</u>
SUMMER QUARTER				
AHR 1134—Sheet Metal II	2	0	6	4
AHR 1135—Control Systems	1	0	6	3
ENG 1103—Professional Communication II	3	0	0	3
WLD 1180—Basic Welding	2	0	4	3
	<u>8</u>	<u>0</u>	<u>16</u>	<u>13</u>
FALL QUARTER				
AHR 1127—Environmental Systems Shop Practice I	5	0	9	8
ELC 1137—National Electrical Code for Limited Restricted License	3	0	3	4
PSY 1101—Human Relations	3	0	0	3
	<u>11</u>	<u>0</u>	<u>12</u>	<u>15</u>
WINTER QUARTER				
AHR 1123—Commercial Refrigeration	6	0	9	9
AHR 1131—Environmental Systems Shop Practice II	3	0	6	5
AHR 1138—N. C. Codes and Standards	2	0	3	3
	<u>11</u>	<u>0</u>	<u>18</u>	<u>17</u>
SPRING QUARTER				
AHR 1132—Estimating and Contracting	3	0	3	4
AHR 1133—Environmental Systems Shop Practice III	3	0	6	5
BUS 1103—Small Business Operations	3	0	0	3
Elective	3	0	3	4
	<u>12</u>	<u>0</u>	<u>12</u>	<u>16</u>

TOTAL QUARTER HOURS: 5

RECOMMENDED ELECTIVE: AHR 1110—Fundamentals of Solar Heating
 AHR 1125A—Principles of Environmental Control
 AHR 1125B—Principles of Environmental Control

**EVENING DIVISION
AIR CONDITIONING, HEATING AND REFRIGERATION
CERTIFICATE**

Completion of the following courses will result in the awarding of a certificate in Air Conditioning, Heating and Refrigeration. Upon further study the student may be awarded a diploma in Air Conditioning, Heating and Refrigeration.

			Hours Per Week	Quarter Hours Credit
		Class	Lab	Shop
ALL QUARTER				
HR 1121A—Fundamentals of Refrigeration I.	3	0	3	4
EC 1102—Basic Electricity	3	0	3	4
	<u>6</u>	<u>0</u>	<u>6</u>	<u>8</u>
INTER QUARTER				
HR 1127A—Environmental System Shop Practice I.....	3	0	3	4
HR 1135—Control System.....	1	0	6	3
	<u>4</u>	<u>0</u>	<u>9</u>	<u>7</u>
SPRING QUARTER				
IR 1122A—Fundamentals of Refrigeration II	1	0	3	2
IR 1125A—Principles of Environmental Control	3	0	3	4
	<u>4</u>	<u>0</u>	<u>6</u>	<u>6</u>
SUMMER QUARTER				
IR 1125B—Principles of Environmental Control	3	0	3	4
	<u>3</u>	<u>0</u>	<u>3</u>	<u>4</u>
TOTAL QUARTER HOURS: 25				

ARCHITECTURAL DRAFTING

CURRICULUM DESCRIPTION

The Architectural Drafting curriculum prepares individuals to drafting for the building industry. Courses are arranged in sequence to develop drafting skills and proficiency in mathematics and science. The drafter associates with many levels of personnel—administrators, architects, engineers, and skilled workers—and must be able to communicate effectively with them.

The architectural drafter performs the general duties of a drafter and is also specialized in organizing and making detail and working drawings of structures and mechanical equipment from preliminary sketches of the designer. The graduate utilizes knowledge of various machines, engineering practices, mathematics, building materials and other physical sciences to complete the drawings.

SPECIAL REQUIREMENTS

The architectural drafting students are required to purchase certain drafting tools and supplies during the Fall Quarter as required by the instructor. All students will comply with this requirement.

ARCHITECTURAL DRAFTING - BUILDING TRADES

	Hours Per Week			Quart Hour Cred
	Class	Lab	Shop	
FALL QUARTER				
DFT 1121—Drafting	3	0	12	7
DFT 1144—Materials & Methods of Construction	4	0	0	4
ENG 1102—Professional Communication I	3	0	0	3
MAT 1101—Fundamentals of Mathematics	5	0	0	5
	15	0	12	19
WINTER QUARTER				
DFT 1141—Architectural Drafting & Design I	3	0	15	8
DFT 1143—Mechanical Equipment of Buildings	4	0	0	4
ENG 1103—Professional Communication II	3	0	0	3
MAT 1102—Applied Mathematics	5	0	0	5
	15	0	15	20
SPRING QUARTER				
DFT 1142—Architectural Drafting & Design II	3	0	15	8
DFT 1145—Codes, Contracts & Specifications	4	0	0	4
DFT 1148—Structural Systems	1	0	6	3
MAT 1103—Applied Trigonometry	3	0	0	3
	11	0	21	18
SUMMER QUARTER				
CIV 1101—Site Surveying & Site Development	2	6	0	4
DFT 1101—Introduction to CAD	2	2	0	3
DFT 1146—Construction Estimating	3	0	0	3
DFT 1147—Architectural Drafting III	3	0	12	7
	10	8	12	17

TOTAL QUARTER HOURS: 4

EVENING DIVISION

ARCHITECTURAL DRAFTING - BUILDING TRADES CERTIFICATE

Completion of the following courses will result in the awarding of a certificate in Architectural Drafting. Upon further study the student may be awarded a diploma in Architectural Drafting.

		Hours Per Week			Quarter Hours Credit
		Class	Lab	Shop	
FALL QUARTER					
DI	1141A—Architectural Drafting	3	0	3	4
DI	1144—Materials & Methods of Construction	4	0	0	4
		<hr/>	<hr/>	<hr/>	<hr/>
		7	0	3	8
WINTER QUARTER					
DI	1141B—Architectural Drafting.....	0	0	6	2
DI	1143—Mechanical Equipment of Buildings	4	0	0	4
		<hr/>	<hr/>	<hr/>	<hr/>
		4	0	6	6
SPRING QUARTER					
DI	1141C—Architectural Drafting.....	0	0	6	2
DI	1148—Structural Systems	1	0	6	3
		<hr/>	<hr/>	<hr/>	<hr/>
		1	0	12	5
SUMMER QUARTER					
DI	1101—Introduction to CAD.....	2	2	0	3
DI	1146—Construction Estimating	3	0	0	3
		<hr/>	<hr/>	<hr/>	<hr/>
		5	2	0	6

TOTAL QUARTER HOURS: 25

AUTO BODY REPAIR

CURRICULUM DESCRIPTION

The Automotive Body Repair curriculum provides training in the use of the equipment and materials of the auto body mechanic trade. The student studies the construction of the automobile body and techniques of auto body repairing, rebuilding and refinishing.

SPECIAL REQUIREMENTS

A list of tools and type of uniforms will be given to each student at the beginning of the Fall Quarter. All students will comply with the requirement during the first two weeks of the Fall Quarter. No student will be permitted to work in the shop without his tools and uniform.



AUTO BODY REPAIR

		Hours Per Week			Quarter Hours Credit
		Class	Lab	Shop	
FALL QUARTER					
AU 1111—Auto Body Repair I	3	0	9	6	
AU 1115—Trim, Glass & Upholstery	1	0	6	3	
EN 1102—Professional Communication I	3	0	0	3	
MAT 1101—Fundamentals of Mathematics	5	0	0	5	
WDO 1101—Basic Gas Welding	1	0	3	2	
		<hr/> 13	<hr/> 0	<hr/> 18	<hr/> 19
WINTER QUARTER					
AU 1112—Auto Body Repair II	5	0	18	11	
BU 1103—Small Business Operations	3	0	0	3	
WDO 1105—Auto Body Welding	1	0	3	2	
		<hr/> 9	<hr/> 0	<hr/> 21	<hr/> 16
SPRING QUARTER					
AU 1113—Metal Finishing & Painting	6	0	21	13	
PS 1101—Human Relations	3	0	0	3	
		<hr/> 9	<hr/> 0	<hr/> 21	<hr/> 16
SUMMER QUARTER					
AU 1114—Body Shop Applications	3	0	15	8	
AU 1123—Auto Body Appraisal & Estimating	3	0	9	6	
		<hr/> 6	<hr/> 0	<hr/> 24	<hr/> 14

TOTAL QUARTER HOURS: 65



AUTOMOTIVE MECHANICS

CURRICULUM DESCRIPTION

The Automotive Mechanics curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair and adjust automotive vehicles. Manual skills are developed in practical shop work and the technical understanding of the operating principles involved in the modern automobile are taught through class assignments, discussions and shop practices.

Automobile mechanics maintain and repair mechanical, electrical and body parts of passenger cars, trucks and buses. In some community and rural areas they also may service tractors or marine engines and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition and use shop manuals and other technical publications as references for technical data. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages or may start their own business.

At the completion of this program an Advanced Diploma in Automotive Mechanics will be awarded.

SPECIAL REQUIREMENTS

A list of tools and type of uniforms will be given to each student at the beginning of the Fall Quarter. All students will comply with the requirement during the first two weeks of the Fall Quarter. No student will be permitted to work in the shop without his tools and uniform.

AUTOMOTIVE MECHANICS

			Hours Per Week	Quarter Hours Credit
		Class	Lab	Shop
FALL QUARTER				
EG 1102—Professional Communication I	3	0	0	3
MT 1101—Fundamentals of Mathematics	5	0	0	5
FE 1101—Internal Combustion Engines	3	0	15	8
	<u>11</u>	<u>0</u>	<u>15</u>	<u>16</u>
WINTER QUARTER				
PY 1105—Electricity & Magnetism	3	2	0	4
PE 1102—Engine Electrical and Fuel Systems	5	0	12	9
PE 1121—Braking Systems	3	0	3	4
	<u>11</u>	<u>2</u>	<u>15</u>	<u>17</u>
SPRING QUARTER				
AR 1101—Automotive Air Conditioning	3	0	6	5
PY 1106—Mechanics	3	2	0	4
PE 1124—Automotive Power Train Systems	3	0	12	7
	<u>9</u>	<u>2</u>	<u>18</u>	<u>16</u>
SUMMER QUARTER				
EG 1103—Professional Communication II	3	0	0	3
PE 1125—Auto Servicing I	3	0	9	6
PE 1126—Automotive Diesel Engines	3	0	6	5
	<u>9</u>	<u>0</u>	<u>15</u>	<u>14</u>
FALL QUARTER				
PE 1123—Auto Chassis and Suspension	3	0	9	6
PE 1202—Auto Electrical/Electronics	3	0	6	5
PY 1101—Human Relations	3	0	0	3
WD 1180—Basic Welding	2	0	4	3
	<u>11</u>	<u>0</u>	<u>19</u>	<u>17</u>
WINTER QUARTER				
BS 1103—Small Business Operations	3	0	0	3
PE 1203—Automotive Engine Tune-Up	4	0	12	8
PE 1227—Emissions Control & Power Plant Troubleshooting	3	0	6	5
	<u>10</u>	<u>0</u>	<u>18</u>	<u>16</u>
SPRING QUARTER				
PE 1221—Advanced Front Suspension, Alignment and Power Steering	1	0	6	3
PE 1224—Advanced Automatic Transmissions	3	0	12	7
PE 1226—Automotive Servicing II	2	0	6	4
	<u>6</u>	<u>0</u>	<u>24</u>	<u>14</u>

TOTAL QUARTER HOURS: 110

EVENING DIVISION

AUTOMOTIVE MECHANICS CERTIFICATE

Completion of the following courses will result in the awarding of certificate in Automotive Mechanics. Upon further study the student may be awarded a diploma in Automotive Mechanics.

		Hours Per Week			Quar
		Class	Lab	Shop	Hour
					Credit
FALL QUARTER					
PME 1102A—Engine Electrical and Fuel Systems		2	0	4	3
PME 1123A—Auto Chassis and Suspension ...		<u>2</u>	<u>0</u>	<u>4</u>	<u>3</u>
		<u>4</u>	<u>0</u>	<u>8</u>	<u>6</u>
WINTER QUARTER					
PME 1121—Braking Systems		3	0	3	4
PME 1203A—Automotive Engine Tune-Up* ...		<u>2</u>	<u>0</u>	<u>4</u>	<u>3</u>
		<u>5</u>	<u>0</u>	<u>7</u>	<u>7</u>
SPRING QUARTER					
AHR 1101A—Automotive Air Conditioning ...		2	0	4	3
PME 1125A—Automotive Servicing I.....		<u>2</u>	<u>0</u>	<u>4</u>	<u>3</u>
		<u>4</u>	<u>0</u>	<u>8</u>	<u>6</u>
SUMMER QUARTER					
PME 1203A—Automotive Engine Tune-Up* ...		2	0	4	3
PME 1227A—Emissions Control & Power Plant Trouble Shooting		<u>2</u>	<u>0</u>	<u>3</u>	<u>3</u>
		<u>4</u>	<u>0</u>	<u>7</u>	<u>6</u>
TOTAL QUARTER HOURS:					

*NOTE: Automotive Engine Tune-up (PME 1203A) is being offered in the Winter & Summer Quarters. Students pursuing a certificate may take it at either time.

COSMETOLOGY

CURRICULUM DESCRIPTION

The field of cosmetology is based on scientific principles. The Cosmetology curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling, and wig service.

Upon completion of this program and successful passing of a comprehensive examination administered by the North Carolina State Board of Cosmetic Arts, a license is given. The cosmetologist is called upon to advise men and women on problems of make-up and care of the hair, skin, and hands, including the nails. Employment opportunities are available in beauty salons, private clubs, department stores, women's specialty shops, as well as setting up one's own business.

Upon completion of the program, the student will receive a diploma.

COSMETOLOGY

		Hours Per Week			Quarter Hours Credit
		Class	Lab	Shop	
FALL QUARTER					
1101—Introduction to Cosmetology Theory	3	0	0	3	
1102—Mannequin Practice	1	0	33	12	
1101—Human Relations	3	0	0	3	
	7	0	33	18	
WINTER QUARTER					
1103—Cosmetology Theory I.....	4	0	0	4	
1104—Cosmetology Skills I.....	2	0	30	12	
1102—Professional Communication I	3	0	0	3	
	9	0	30	19	
SPRING QUARTER					
1105—Cosmetology Theory II	3	0	0	3	
1106—Cosmetology Skills II	1	0	33	12	
1103—Professional Communication II ...	3	0	0	3	
	7	0	33	18	
SUMMER QUARTER					
1107—Advanced Cosmetology Theory	4	0	0	4	
1108—Advanced Cosmetology Practice ...	1	0	24	9	
1103—Small Business Operations	3	0	0	3	
	8	0	24	16	

TOTAL QUARTER HOURS: 71

DENTAL ASSISTING

CURRICULUM DESCRIPTION

The Dental Assisting curriculum prepares graduates to assist the dentist in providing treatment services. Functions performed by the dental assistant include dental health teaching, preparing dental materials to be used, preparing the patient, taking dental x-rays, caring for dental supplies and equipment, passing instruments and materials to the dentist, making appointments, maintaining patient records and other office management procedures. Graduates may practice in dental settings such as dentists' offices, dental clinics, public health clinics, federal service clinics, dental schools, and state health departments.

This curriculum prepares the graduate for certification as a Certified Dental Assistant by the Dental Assisting National Board, Incorporated.

Individuals desiring a career in dental assisting should, if possible, take biology, mathematics and typing courses prior to entering the program.

ACADEMIC REGULATIONS

A student will be considered to be on probation during a quarter if the student is not maintaining a "C" grade in a dental related course. A student will be suspended from the Dental Assisting Program if a grade of less than "C" is earned in a dental related course (DEN). In the case of a lecture/laboratory course, a "C" must be maintained in both the lecture and the laboratory components in order to remain in the program.



DENTAL ASSISTING

			Hours Per Week	Quarter Hours Credit
	Class	Lab	Clinic	
FALL QUARTER				
BD 1101—Preclinical Microbiology, Gross Anatomy & Physiology	2	2	0	3
DN 1001—Introduction to Dental Assisting ..	2	0	0	2
DN 1002—Dental Materials I	2	6	0	4
DN 1003—Dental Anatomy	5	0	0	5
DN 1006—Clinical Procedures I	<u>3</u>	<u>6</u>	<u>0</u>	<u>5</u>
	<u>14</u>	<u>14</u>	<u>0</u>	<u>19</u>
WINTER QUARTER				
DN 1004—Preclinical Science (Pharmacology & Dental Office Emergencies)	3	0	0	3
DN 1007—Clinical Procedures II	3	6	0	5
DN 1008—Dental Materials II	2	6	0	4
DN 1012—Dental Radiology	2	6	0	4
EG 1102—Professional Communication I (or optional ENG 101)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	<u>13</u>	<u>18</u>	<u>0</u>	<u>19</u>
SPRING QUARTER				
DN 1005—Dental Office Management	4	0	0	4
DN 1009—Dental Office Practice I (CPR)	1	0	12	5
DN 1013—Preventive Dental Health Education	2	3	0	3
DN 1014—Oral Pathology	2	0	0	2
PSY 1101—Human Relations (or optional PSY 206)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	<u>12</u>	<u>3</u>	<u>12</u>	<u>17</u>
SUMMER QUARTER				
EP 116—Microcomputer Applications for Careers	1	2	0	2
DN 1010—Dental Office Practice II	0	0	24	8
DN 1015—Professional Development Seminar	2	0	0	2
EG 1103—Professional Communication II (or optional SPH 201)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	<u>6</u>	<u>2</u>	<u>24</u>	<u>15</u>

TOTAL QUARTER HOURS: 70

Campus training sites for the Dental Assistant Program are:

Naval Regional Dental Center, Camp Lejeune, NC

Private Dental Practices in Jacksonville, NC and surrounding areas as needed.

DIESEL VEHICLE MAINTENANCE

CURRICULUM DESCRIPTION

The Diesel Vehicle Maintenance curriculum provides a program for developing the basic knowledge and skills needed in diesel vehicle maintenance. Manual skills are developed in practical shop work.

The use of diesel engines are found in farm and construction equipment, electric generators, trucks, buses, trains, automobiles and ships. Many diesel vehicle mechanics specialize in maintenance and repair of equipment, others specialize in rebuilding engines.

Diesel vehicle mechanics are instructed through class assignment discussion and shop practice to maintain and repair engines, chassis and suspensions, and power trains used to power farm equipment, construction equipment, buses and trucks. They use handtools, precision measuring and testing instruments, and power tools in overhauling and maintaining diesel powered equipment.



DIESEL VEHICLE MAINTENANCE

			Hours Per Week	Quarter Hours Credit
		Class	Lab	Shop
FALL QUARTER				
DE 1112—Diesel Engine Rebuilding	6	0	18	12
EG 1102—Professional Communication I	3	0	0	3
MT 1101—Fundamentals of Mathematics	5	0	0	5
	<u>14</u>	<u>0</u>	<u>18</u>	<u>20</u>
WINTER QUARTER				
DE 1107—Diesel Charging and Starting Systems	2	0	3	3
DE 1144—Hydraulic and Pneumatic Air Systems	1	0	3	2
DE 1150—Fuel Injection and Electrical Systems	2	0	6	4
EG 1103—Professional Communication II	3	0	0	3
PY 1106—Mechanics	3	2	0	4
WD 1180—Basic Welding	2	0	4	3
	<u>13</u>	<u>2</u>	<u>16</u>	<u>19</u>
SPRING QUARTER				
DE 1142—Basic Diesel Equipment Transmissions	2	0	6	4
DE 1152—Diesel Equipment Power Trains	2	0	9	5
DE 1154—Diesel Tune-up and Trouble Shooting	3	0	3	4
PY 1101—Human Relations	3	0	0	3
	<u>10</u>	<u>0</u>	<u>18</u>	<u>16</u>
SUMMER QUARTER				
BS 1103—Small Business Operations	3	0	0	3
DE 1146—Diesel Equipment Brake Systems	2	0	6	4
DE 1156—Diesel Engine Servicing	3	0	9	6
DE 1158—Air Induction and Exhaust Systems	2	0	3	3
	<u>10</u>	<u>0</u>	<u>18</u>	<u>16</u>

TOTAL QUARTER HOURS: 71

EVENING DIVISION

DIESEL VEHICLE MAINTENANCE CERTIFICATE

Completion of the following courses will result in the awarding of certificate in Diesel Vehicle Maintenance. Upon further study the student may be awarded a diploma in Diesel Vehicle Maintenance.

		Hours Per Week			Quart Hour Cred
		Class	Lab	Shop	
FALL QUARTER					
DSE 1107—Diesel Charging and Starting Systems	2	0	3		3
DSE 1144—Hydraulic and Pneumatic Air Systems	$\frac{1}{3}$	0	$\frac{3}{6}$		$\frac{2}{5}$
WINTER QUARTER					
DSE 1142—Basic Diesel Equipment Transmissions	2	0	6		4
DSE 1150—Fuel Injection and Electrical Systems	$\frac{2}{4}$	0	$\frac{6}{12}$		$\frac{4}{8}$
SPRING QUARTER					
DSE 1112A—Diesel Engine Rebuilding	3	0	3		4
DSE 1146A—Diesel Equipment Brake and Suspension Systems	$\frac{2}{5}$	0	$\frac{3}{6}$		$\frac{3}{7}$
SUMMER QUARTER					
DSE 1112B—Diesel Engine Rebuilding	3	0	3		4
DSE 1154—Diesel Tune-up and Trouble Shooting	$\frac{3}{6}$	0	$\frac{3}{6}$		$\frac{4}{8}$
TOTAL QUARTER HOURS:					8

ELECTRICAL INSTALLATION AND MAINTENANCE

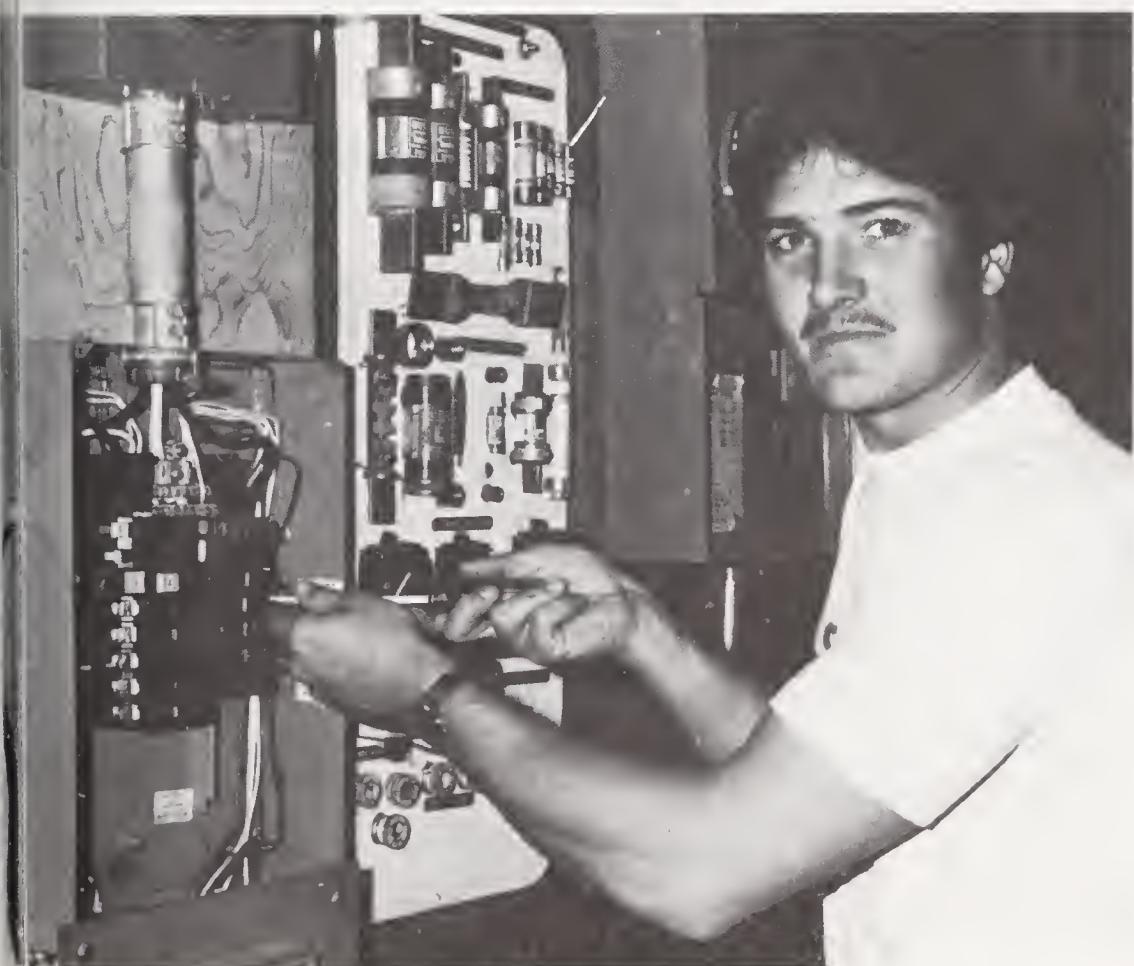
CURRICULUM DESCRIPTION

The Electrical Installation and Maintenance curriculum is designed to provide a training program in the basic knowledge, fundamentals and practices involved in the electrical trades. A large segment of the program is laboratory and shop instruction designed to give the student practical knowledge and application experience in the fundamentals taught in class.

The graduate of this curriculum is qualified to enter an electrical trade as an on-the-job trainee or apprentice, assisting in the layout, installation, check out and maintenance of systems in residential, commercial or industrial settings.

SPECIAL REQUIREMENTS

The Electrical Installation student shall be required to purchase the Electricians Tools Set as listed by the instructor during the Fall Quarter. All students will comply with this requirement for the Electrical Installation Course.



ELECTRICAL INSTALLATION AND MAINTENANCE

		Hours Per Week			Quar Hour Cred
		Class	Lab	Shop	
FALL QUARTER					
ELC 1112—Electrical Theory	5	0	9		8
ELC 1127—Electrical Materials & Tools	0	0	3		1
ENG 1102—Professional Communication I	3	0	0		3
MAT 1115—Electrical Mathematics I.....	5	0	0		5
PHY 1105—Electricity and Magnetism	3	2	0		4
	<u>16</u>	<u>2</u>	<u>12</u>		<u>21</u>
WINTER QUARTER					
DFT 1109—Electrical Blueprints & Layouts ...	3	0	0		3
ELC 1124—Residential Wiring I.....	5	0	6		7
ELC 1126—National Electrical Code	6	4	0		8
ENG 1103—Professional Communication II ...	3	0	0		3
	<u>17</u>	<u>4</u>	<u>6</u>		<u>21</u>
SPRING QUARTER					
ELC 1113—Electrical Motors & Controls.....	7	0	12		11
ELC 1129—Commercial Wiring	2	0	6		4
PSY 1101—Human Relations	3	0	0		3
	<u>12</u>	<u>0</u>	<u>18</u>		<u>18</u>
SUMMER QUARTER					
BUS 1103—Small Business Operations	3	0	0		3
ELC 1128—Commercial/Industrial Installations	8	0	18		14
	<u>11</u>	<u>0</u>	<u>18</u>		<u>17</u>
TOTAL QUARTER HOURS:					

ELECTRONIC SERVICING

CURRICULUM DESCRIPTION

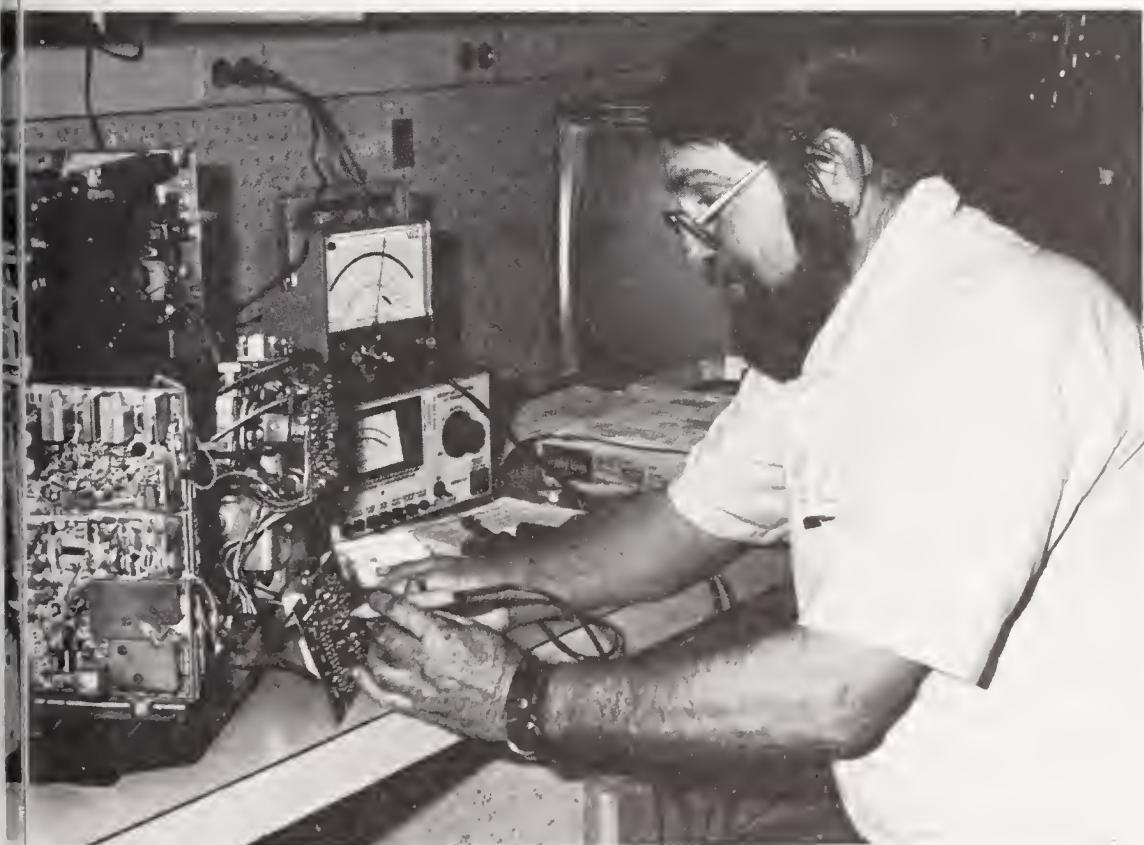
The curriculum in Electronic Servicing is designed to provide basic knowledge and skills required in the installation, maintenance and servicing of electronic components and systems. Laboratory time will be spent verifying electronic theory and principles, learning installation, maintenance and service techniques.

An electronic service technician will be able to install, maintain, and service electronic equipment including; radios, television, audio/video recording and playback equipment, home entertainment systems, digital electronic systems, Master Antenna Television and Cable Television components and systems.

SPECIAL REQUIREMENTS

The electronic servicing students shall be required to purchase the tools sets as follows:

1st "A" - Within 10 days after 1st class meeting (Fall Quarter)
1st "B" - Within 10 days after 1st class meeting (Winter Quarter)
1st "C" - Within 10 days after 1st class meeting (Spring Quarter)
All students will comply with this requirement for the electronic program.



ELECTRONIC SERVICING

			Hours Per Week	Quart Hour Cred
	Class	Lab	Shop	
FALL QUARTER				
ELN 1112—Direct and Alternating Current	7	0	15	12
ENG 1102—Professional Communication I	3	0	0	3
MAT 1115—Electrical Mathematics I	5	0	0	5
	<hr/>	<hr/>	<hr/>	<hr/>
	15	0	15	20
WINTER QUARTER				
ELN 1122—Electronic Devices	5	0	9	8
ELN 1125—Transistor Theory & Circuits I	2	0	6	4
MAT 1116—Electrical Mathematics II	5	0	0	5
	<hr/>	<hr/>	<hr/>	<hr/>
	12	0	15	17
SPRING QUARTER				
ELN 1123—Introduction to Television	2	0	6	4
ELN 1124—Servicing Home Entertainment Electronic Devices	2	0	6	4
ELN 1126—Transistor Theory & Circuits II	2	0	9	5
PSY 1101—Human Relations	3	0	0	3
	<hr/>	<hr/>	<hr/>	<hr/>
	9	0	21	16
SUMMER QUARTER				
BUS 1103—Small Business Operations	3	0	0	3
ELN 1127—Television Receiver Circuits & Servicing	7	0	9	10
ELN 1128—Computer Electronics	3	0	6	5
	<hr/>	<hr/>	<hr/>	<hr/>
	13	0	15	18

TOTAL QUARTER HOURS: 1

EVENING DIVISION**ELECTRONIC SERVICING
CERTIFICATE**

Completion of the following courses will result in the awarding of a Certificate in Electronics Servicing. Upon further study the student may be awarded a diploma in Electronic Servicing.

		Hours Per Week			Quarter Hours Credit
		Class	Lab	Shop	
FALL QUARTER					
ELT 1112A—Fundamentals of Electricity		$\frac{3}{3}$	$\frac{0}{0}$	$\frac{3}{3}$	$\frac{4}{4}$
WINTER QUARTER					
ELT 1112B—Fundamentals of Electronics		$\frac{3}{3}$	$\frac{0}{0}$	$\frac{3}{3}$	$\frac{4}{4}$
SPRING QUARTER					
ELT 1122A—Electronic Devices		$\frac{3}{3}$	$\frac{0}{0}$	$\frac{3}{3}$	$\frac{4}{4}$
SUMMER QUARTER					
ELT 1125—Transistor Theory & Circuits I		$\frac{2}{2}$	$\frac{0}{0}$	$\frac{6}{6}$	$\frac{4}{4}$
TOTAL QUARTER HOURS:					16

INDUSTRIAL MECHANICS

CURRICULUM DESCRIPTION

The curriculum in Industrial Mechanics prepares students with broad background in industrial skills required by industry for mechanics. The individual develops skills in the repair and maintenance of industrial equipment, basic welding and cutting, refrigeration and air conditioning, direct and alternating current, machines and their controls and related courses.

INDUSTRIAL MECHANICS

			Hours Per Week	Quart Hour Credi
FALL QUARTER			Class Lab Shop	
ELN 1112—Direct and Alternating Current	7	0	15	12
MAT 1115—Electrical Mathematics I.	5	0	0	5
WLD 1180—Basic Welding	2	4	0	3
	<u>14</u>	<u>4</u>	<u>15</u>	<u>20</u>
WINTER QUARTER				
DFT 1181—Mechanical/Electrical Blueprints and Layouts	2	0	3	3
ELC 1113—Electric Motors and Controls.	7	0	12	11
ENG 1102—Professional Communication I	3	0	0	3
MEC 1139—Basic Hydraulics & Pneumatics.	2	0	3	3
	<u>14</u>	<u>0</u>	<u>18</u>	<u>20</u>
SPRING QUARTER				
MEC 1101—Machine Shop Theory & Practice	3	0	15	8
MEC 1133—Electrical & Mechanical Maintenance	3	0	6	5
PSY 1101—Human Relations	3	0	0	3
	<u>9</u>	<u>0</u>	<u>21</u>	<u>16</u>
SUMMER QUARTER				
AHR 1119—Introduction to Cooling and Heating Systems	2	0	9	5
BUS 1105—Industrial Organizations	3	0	0	3
MEC 1102—Machine Shop Theory & Practice	3	0	12	7
	<u>8</u>	<u>0</u>	<u>21</u>	<u>15</u>
TOTAL QUARTER HOURS:				

MACHINIST

CURRICULUM DESCRIPTION

The Machinist curriculum gives individuals the opportunity to acquire basic skills and related technical information necessary to gain employment as machinists. The machinist is a skilled metalworker who shapes metal by using machine tools and hand tools. Machinists must be able to set up and operate the machine tools found in a modern shop. The machinist is able to select the proper tools and materials required for each job and to plan the cutting and finishing operations in their proper order so that the work can be finished according to blueprint and written specifications. The machinist makes computations relating to dimensions of work, tooling, feeds and speeds of machining. Precision measuring instruments are used to measure the accuracy of work. The machinist also must know the characteristics of metals so that annealing and hardening of tools and metal parts can be accomplished in the process of turning a block of metal into an intricate precise part.

MACHINIST

		Hours Per Week			Quarter Hours Credit
		Class	Lab	Shop	
FALL QUARTER					
1104—Blueprint Reading	0	0	3		1
1102—Professional Communication I	3	0	0		3
1101—Fundamentals of Mathematics	5	0	0		5
1101—Machine Shop Theory & Practice ..	3	0	15		8
	11	0	18		17
WINTER QUARTER					
1105—Blueprint Reading: Mechanical	1	2	0		2
1102—Applied Mathematics	5	0	0		5
1102—Machine Shop Theory & Practice ..	3	0	12		7
1118—Introduction to Metals	3	2	0		4
1101—Human Relations	3	0	0		3
	15	4	12		21
SPRING QUARTER					
1106—Blueprint Reading: Mechanical	1	2	0		2
1122—Machinist Mathematics I	3	0	0		3
1103—Machine Shop Theory & Practice ..	3	0	12		7
1119—Applied Metallurgy	2	0	3		3
1106—Mechanics	3	2	0		4
	12	4	15		19
SUMMER QUARTER					
1123—Machinist Mathematics II	3	0	0		3
1104—Machine Shop Theory & Practice ..	3	0	15		8
1120—Introduction to CNC Machining ..	2	0	3		3
1180—Basic Welding	2	0	4		3
	10	0	22		17
TOTAL QUARTER HOURS: 74					

EVENING DIVISION

MACHINIST CERTIFICATE

Completion of the following courses will result in the awarding of a certificate in Machinist. Upon further study the student may be awarded a diploma in Machinist.

		Hours Per Week			Quar Hou Cre
		Class	Lab	Shop	
FALL QUARTER					
MAT 1101—Fundamentals of Mathematics	5	0	0	0	5
MEC 1101A—Machine Shop Theory & Practice	<u>2</u>	<u>0</u>	<u>4</u>	<u>4</u>	<u>3</u>
	<u>7</u>	<u>0</u>	<u>4</u>	<u>4</u>	<u>8</u>
WINTER QUARTER					
DFT 1105—Blueprint Reading: Mechanical	1	2	0	0	2
MEC 1101B—Machine Shop Theory & Practice	<u>1</u>	<u>0</u>	<u>3</u>	<u>3</u>	<u>2</u>
	<u>2</u>	<u>2</u>	<u>3</u>	<u>3</u>	<u>4</u>
SPRING QUARTER					
MEC 1101C—Machine Shop Theory & Practice	0	0	8	8	3
MEC 1118—Introduction to Metals	<u>3</u>	<u>2</u>	<u>0</u>	<u>8</u>	<u>4</u>
	<u>3</u>	<u>2</u>	<u>8</u>	<u>8</u>	<u>7</u>
SUMMER QUARTER					
MEC 1102A—Machine Shop Theory & Practice	<u>2</u>	<u>0</u>	<u>3</u>	<u>3</u>	<u>3</u>
	<u>2</u>	<u>0</u>	<u>3</u>	<u>3</u>	<u>3</u>
TOTAL QUARTER HOURS:					22



MASONRY

CURRICULUM DESCRIPTION

The Masonry curriculum prepares individuals to work in the construction industry as bricklayers and masons. The mason must have knowledge of basic mathematics, blueprint reading, and must also know the methods used in laying out a masonry job for residential, commercial and industrial construction.

Masons are employed by contractors in the building construction field to lay brick and blocks made of tile, concrete, glass, gypsum or terra cotta. The mason is also capable of constructing or repairing walls, partitions, arches, sewers, furnaces and other masonry structures.

MASONRY

		Hours Per Week			Quarter Hours Credit
		Class	Lab	Shop	
FALL QUARTER					
LT 1110—Blueprint Reading: Building Trades		0	0	3	1
MS 1101—Bricklaying	5	0		15	10
MT 1101—Fundamentals of Mathematics	5	0		0	5
		<hr/> 10	<hr/> 0	<hr/> 18	<hr/> 16
WINTER QUARTER					
LT 1111—Blueprint Reading & Sketching ...	0	0		3	1
MS 1102—Bricklaying	5	0		15	10
MT 1112—Building Trades Mathematics	3	0		0	3
		<hr/> 8	<hr/> 0	<hr/> 18	<hr/> 14
SPRING QUARTER					
MS 1103—General Masonry	5	0		15	10
MS 1113—Masonry Estimating	3	0		3	4
		<hr/> 8	<hr/> 0	<hr/> 18	<hr/> 14
TOTAL QUARTER HOURS: 44					

NURSE ASSISTANT EDUCATION

CURRICULUM DESCRIPTION

The Nursing Assistant curriculum prepares graduates to assist registered and practical nurses and physicians in carrying out nursing care and services to patients. The nursing assistant performs simple health care procedures such as bathing and feeding patients, providing comfort measures, positioning patients, preparing patients for physical examinations and special tests, observing and recording vital signs, admitting, transferring and discharging patients, and collecting specimens.

Graduates may be employed in hospitals, clinics, doctors' offices, nursing homes and extended care facilities.

Individuals desiring a career in nursing assistant should, if possible, take English, biology and social science courses prior to entering the program.

COURSE DESCRIPTION

		Hours Per Week			Quar-
		Class	Lab	Clinic	Ter- Hours
PML 1001—Nurse Assistant Education	30 hr/week for 11 weeks (10 lecture hours) (20 clinical and lab hours)	10	5	15	17

Presents knowledge and skills in basic nursing care and procedure. Introduces basic knowledge of anatomy and physiology. A basic knowledge of effective interpersonal relationships and the moral, legal and ethical responsibilities of the Nurse Assistant is included. Attention is focused on the role of the Nurse Assistant on the Nursing Team in caring for selected patients. Basic nursing care and procedures are practiced in the clinical setting with direct supervision.

PRACTICAL NURSE EDUCATION

CURRICULUM DESCRIPTION

The Practical Nursing curriculum graduates are prepared to take the National Council Licensure Examination required to practice as a licensed practical nurse. The Practical Nursing curriculum is designed to develop competencies in practicing the following five components of practice as defined by the North Carolina Nursing Practice Act, 1981: (1) participating in assessing the client's physical and mental health including the client's reaction to illnesses and treatment regimens; (2) recording and reporting the results of the nursing assessment; (3) participating in implementing the health care plan developed by the registered nurse and/or prescribed by any person authorized by State law to prescribe such a plan, by performing tasks delegated by and performed under the supervision or under orders or directions of a registered nurse, physician licensed to practice medicine, dentist, or other person authorized by State law to provide such supervision; (4) reinforcing the teaching and counseling of a registered nurse, physician licensed to practice medicine in North Carolina, or dentist; and (5) reporting and recording the nursing care rendered and the client's response to that care.

Licensed practical nurses may be employed in hospitals, nursing homes, clinics, doctors' offices, industry, and public health agencies.

Individuals desiring a career in practical nursing should be encouraged to take math and science courses in high school.

ADMISSIONS REQUIREMENTS

Applicant must:

- 1 Be a high school graduate or equivalent.
 - 2 File the following with the Admissions Office prior to enrollment;
 - a. an application for admission
 - b. a copy of high school transcript or GED scores and all other post-secondary school records.
 - 3 Have satisfactory scores on placement tests required by the College.
 - 4 Demonstrate physical and emotional health by having a physical and dental exam.
- Having completed the above requirements applicants will be called for an interview.

ACADEMIC REGULATIONS

The Practical Nursing Student will advance through the sequence required in the practical nursing curriculum from quarter to quarter so long as he or she maintains the quality point average as set down in the college catalog for the one year curriculum for occupational students.

READMISSION POLICY

Only one academic readmission will be permitted. A student requesting readmission to the Associate Degree Nursing program must complete the admission process (i.e., new references and physical and dental forms.) Audit requirements for courses successfully completed will be determined by the program director and nursing faculty based on previous academic achievement and on an individual basis.

ADDITIONAL REQUIREMENTS

Once enrolled in the PNE program, students will be required to:

1. Purchase liability insurance annually
2. Demonstrate physical and emotional health
3. Adhere to the student guidelines specific to the Practical Nursing Program



PRACTICAL NURSE EDUCATION

		Hours Per Week			Quarter Hours Credit
		Class	Lab	Clinic	
FALL QUARTER					
NUR 1001—Fundamentals of Nursing	9	9	0	12	
NUR 1002—Anatomy & Physiology	6	0	0	6	
NUR 1003—Nutrition & Diet Therapy	3	0	0	3	
	<u>18</u>	<u>9</u>	<u>0</u>	<u>21</u>	
WINTER QUARTER					
ENG 1102—Professional Communication I	3	0	0	3	
NUR 1005—Medical-Surgical Nursing I	10	0	0	10	
NUR 1007—Medical Surgical Nursing I Practicum	0	0	15	5	
PH 1101—Human Relations	3	0	0	3	
	<u>16</u>	<u>0</u>	<u>15</u>	<u>21</u>	
SPRING QUARTER					
NUR 1006—Pediatrics Nursing	5	0	0	5	
NUR 1008—Pharmacology & Drug Therapy I	3	0	0	3	
NUR 1010—Obstetrics Nursing	5	0	0	5	
NUR 1011—Pediatrics & Obstetrics Nursing Practicum	0	0	15	5	
	<u>13</u>	<u>0</u>	<u>15</u>	<u>18</u>	
SUMMER QUARTER					
NUR 1012—Pharmacology & Drug Therapy II	2	0	0	2	
NUR 1013—Nursing Seminar	2	0	0	2	
NUR 1014—Medical Surgical Nursing II	9	0	0	9	
NUR 1015—Medical Surgical Nursing II Practicum	0	0	18	6	
	<u>13</u>	<u>0</u>	<u>18</u>	<u>19</u>	
SUMMARY		Hours/ Week	Total Contact Hours	Qtr. Hours Credit	
First Quarter	27	297	21		
Second Quarter	31	341	21		
Third Quarter	28	308	18		
Fourth Quarter	31	341	19		
	<u>117</u>	<u>1287</u>	<u>79</u>		

On-campus training sites for the Practical Nurse Education Program are:
 Naval Hospital, Camp Lejeune, NC
 Onslow Memorial Hospital, Jacksonville, NC
 Northhaven of Jacksonville, Jacksonville, NC

SURGICAL TECHNOLOGY

CURRICULUM DESCRIPTION

The Surgical Technology curriculum prepares graduates to assist in the care of surgical patients in the operating room, and functions of the surgical team by arranging supplies and instruments, maintaining aseptic conditions, preparing patients for surgery and assisting the surgeon during operations in the use of materials and equipment. Assisting the surgeon by a surgical technologist is permitted only by individual hospital policy.

Graduates are eligible to take the certification of Certified Surgical Technologists given by the Association of Surgical Technologists, Inc. Surgical technologists may practice in the hospital's operating room, emergency, labor and delivery rooms, central sterile processing department, ambulatory surgical services and physician's offices.

Individuals desiring a career in surgical technology should take biology and mathematics courses prior to entering the program.

ACADEMIC REGULATIONS

The Surgical Technology student will advance through the sequence required in the Surgical Technology Curriculum from quarter to quarter as long as he maintains the quality point average of 2.0 and receives no grade below a "C" on all Surgical Technology courses as well as all Anatomy and Physiology courses and no grade below a "D" on the Microbiology course.

READMISSIONS POLICY

The student must hold a 2.0 average to be considered for readmission into the program. He/she must have successfully completed prerequisites before being considered for readmission into the Surgical Technology Program. Only one academic readmission will be allowed.

SPECIAL REQUIREMENT

Due to the recent published report of anesthetic gases possibly having an adverse effect on the unborn child, no person who is pregnant will be accepted in the Surgical Technology Program. If a student should become pregnant, she will be required to withdraw.

SURGICAL TECHNOLOGY

		Hours Per Week			Quarter Hours Credit
		Class	Lab	Clinic	
FALL QUARTER					
BI 1121—Preclinical Human Anatomy and Physiology I.....	3	3	0		4
ENG 1102—Professional Communication I	3	0	0		3
SU 1100—Nursing Procedures	3	3	0		4
SU 1101—Introduction to Operating Room ...	3	3	0		4
SU 1102—Surgical Procedures I	5	3	0		6
	17	12	0		21
WINTER QUARTER					
BI 1122—Preclinical Human Anatomy and Physiology II	3	3	0		4
SU 1103—Surgical Procedures II	5	3	0		6
SU 1104—Clinical Practice I.....	0	0	15		5
SU 1106—Seminar I	2	0	0		2
	10	6	15		17
SPRING QUARTER					
BI 1123—Introduction to Microbiology	3	3	0		4
SU 1105—Clinical Practice II	0	0	24		8
SU 1107—Seminar	2	0	0		2
	5	3	24		14
SUMMER QUARTER					
PS 1101—Human Relations	3	0	0		3
SU 1108—Clinical Practice III	0	0	24		8
SU 1109—Surgical Procedures III	4	0	0		4
SU 1110—Seminar III	2	0	0		2
	9	0	24		17

TOTAL QUARTER HOURS: 69

Off-campus training sites for the Surgical Technology Program are:
 Naval Hospital, Camp Lejeune, NC
 Cslow Memorial Hospital, Jacksonville, NC

WELDING

CURRICULUM DESCRIPTION

The Welding curriculum gives students sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry. Welders join metals by applying intense heat, and sometimes pressure to form permanent bond between intersecting metals.

Welding offers employment in practically any industry: shipbuilding, automotive, aircraft, guided missiles, heavy equipment, railroad construction, pipefitting, production shops, job shops and many other

SPECIAL REQUIREMENTS

The welding student will be required to purchase several items of safety equipment, tools and drafting instruments. A list of these items will be given to each student at the beginning of the Fall Quarter and will indicate the item and quarter required. All students must comply with this requirement for the welding course.



WELDING

		Hours Per Week			Quarter Hours Credit
		Class	Lab	Shop	
FALL QUARTER					
DIT 1117—Blueprint Reading: Welding	0	0	3		1
ENG 1102—Professional Communication I	3	0	0		3
MAT 1101—Fundamentals of Mathematics	5	0	0		5
MC 1112—Machine Shop Practice	1	0	3		2
WD 1120—Oxyacetylene Welding & Cutting .	<u>3</u>	<u>0</u>	<u>12</u>		<u>7</u>
	<u>12</u>	<u>0</u>	<u>18</u>		<u>18</u>
WINTER QUARTER					
DIT 1180—Trade Drafting & Sketching	0	0	6		2
ELC 1101—Basic Electricity	3	0	0		3
ELG 1103—Professional Communication II ...	3	0	0		3
WD 1112—Mechanical Testing & Inspection .	1	0	3		2
WD 1121—Arc Welding	<u>3</u>	<u>0</u>	<u>12</u>		<u>7</u>
	<u>10</u>	<u>0</u>	<u>21</u>		<u>17</u>
SPRING QUARTER					
DIT 1118—Pattern Development	2	0	3		3
PSY 1101—Human Relations	3	0	0		3
WD 1123—Inert Gas Welding	2	0	9		5
WD 1124—Pipe Welding	<u>3</u>	<u>0</u>	<u>12</u>		<u>7</u>
	<u>10</u>	<u>0</u>	<u>24</u>		<u>18</u>
SUMMER QUARTER					
BIS 1103—Small Business Operations	3	0	0		3
MC 1141—Sheet Metal Fabrication	0	0	6		2
WD 1122—Commercial & Industrial Practice .	3	0	9		6
WD 1125—Certification Practice	<u>3</u>	<u>0</u>	<u>6</u>		<u>5</u>
	<u>9</u>	<u>0</u>	<u>21</u>		<u>16</u>

TOTAL QUARTER HOURS: 69

WELDING CERTIFICATE

Completion of the following courses will result in the awarding of certificate in the Welding Program. Upon further study the student may be awarded a diploma in Welding.

		Hours Per Week			Quart Hour Cred
		Class	Lab	Shop	
FALL QUARTER					
WLD 1120A—Oxyacetylene Welding & Cutting		2	0	4	3
WLD 1121A—Arc Welding*		<u>2</u>	<u>0</u>	<u>4</u>	<u>3</u>
		<u>4</u>	<u>0</u>	<u>8</u>	<u>6</u>
WINTER QUARTER					
WLD 1121B—Arc Welding		1	0	5	3
WLD 1123A—Basic Inert Gas Welding		<u>2</u>	<u>0</u>	<u>4</u>	<u>3</u>
		<u>3</u>	<u>0</u>	<u>9</u>	<u>6</u>
SPRING QUARTER					
WLD 1125A—Certification Practice		<u>2</u>	<u>0</u>	<u>3</u>	<u>3</u>
		<u>2</u>	<u>0</u>	<u>3</u>	<u>3</u>
SUMMER QUARTER					
DFT 1117—Blueprint Reading: Welders		<u>0</u>	<u>0</u>	<u>3</u>	<u>1</u>
		<u>0</u>	<u>0</u>	<u>3</u>	<u>1</u>
TOTAL QUARTER HOURS:					3

*NOTE: Arc Welding (WLD 1121A) will be available every quarter.

EVENING DIVISION

oastal Carolina Community College provides for an extensive evening program to include selected courses in the degree, diploma, and certificate curricula listed in the catalog.

Evening classes normally meet two nights each week for an eleven-week quarter. In most instances, it is possible to take two courses the same evening. The evening student may attend on a part-time or full-time basis.

In addition to individual course offerings in most technical, vocational, and college transfer subjects, a student may complete requirements leading to an Associate degree in selected technical and college transfer programs within a minimum period of two calendar years through the Evening Division of the College. It may be advisable, however, that course work be extended over a longer period of time, depending on outside commitments.

The following degree programs may be completed through the Evening Division although enrollment during the day may be necessary.

TECHNICAL (Associate in Applied Science Degree)

Business Administration	Executive Secretary
Business Computer Programming—Diploma or Certificate	Fire Protection Technology
Criminal Justice	General Office Technology
	Marketing and Retailing
	Paralegal Technology

COLLEGE TRANSFER

Associate in Arts Degree

In addition to the Technical and College Transfer Degree programs above, selected Vocational Courses are also scheduled during the evening in the following areas:

Air Conditioning	Electronic Servicing
Architectural Drafting	Machinist
Auto Body Repair	Masonry
Automotive Mechanics	Welding
Diesel Vehicle Maintenance	
Electrical Installation and Maintenance	

The scheduling of courses may be altered by the substitution of courses, deletion of courses or by the addition of other courses. This right is reserved by the College since resources to offer evening courses are sometimes limited.

EVENING DIVISION

COLLEGE TRANSFER (ASSOCIATE IN ARTS)

(See pages 59-65 for both General Requirements and Requirements for Major Fields.
Students with deficiencies in English and Mathematics should also see page 58.)

		Hours Per Week	Quart Hour Cred
FALL QUARTER			
BIO 101—General Biology I	3	2	4
CHE 161—General Chemistry I	3	3	4
ENG 101—English Composition I	3	0	3
ENG 102—English Composition II	3	0	3
FRE 101—Elementary French I	5	1	5
HIS 110—Western Civilization	5	0	5
HIS 210—American History	5	0	5
MAT 100—Intermediate Algebra	5	0	5
MAT 151—Contemporary College Math I	5	0	5
MAT 161—College Algebra	5	0	5
PED 101—Physical Conditioning and Wellness I	2	0	1
SPA 101—Elementary Spanish I	5	1	5
WINTER QUARTER			
BIO 101—General Biology I	3	2	4
BIO 102—General Biology II	3	2	4
CHE 161—General Chemistry I	3	3	4
CHE 162—General Chemistry II	3	3	4
ENG 101—English Composition I	3	0	3
ENG 102—English Composition II	3	0	3
ENG 103—English Composition III	3	0	3
Fre 102—Elementary French II	5	1	5
HEA 102—First Aid and Safety	3	0	3
HIS 111—Western Civilization	5	0	5
HIS 211—American History	5	0	5
MAT 151—Contemporary College Math I	5	0	5
MAT 161—College Algebra	5	0	5
MAT 162—Trigonometry	5	0	5
PED 111—Physical Conditioning by Circuit Training	2	0	1
PED 126—Aerobic Dancing	2	0	1
REL 101—Introduction to Old Testament	5	0	5
SPA 101—Elementary Spanish I	5	1	5
SPA 102—Elementary Spanish II	5	1	5
SPRING QUARTER			
BIO 102—General Biology II	3	2	4
BIO 103—General Biology III	3	2	4
CHE 162—General Chemistry II	3	3	4
CHE 163—General Chemistry III	3	3	4
ENG 101—English Composition I	3	0	3
ENG 102—English Composition II	3	0	3
ENG 103—English Composition III	3	0	3
FRE 101—Elementary French I	5	1	5
FRE 102—Elementary French II	5	1	5
HIS 110—Western Civilization	5	0	5
HIS 210—American History	5	0	5
MAT 152—Contemporary Math II	5	0	5

		Hours Per Week	Quarter Hours Credit
		Class	Lab
MT 161—College Algebra	5	0	5
MT 162—Trigonometry	5	0	5
PJ 111—Physical Conditioning by Circuit Training ..	2	0	1
RJ 102—Introduction to the New Testament	5	0	5
SL 101—Elementary Spanish I	5	1	5

SUMMER QUARTER

BL 103—General Biology III	3	2	4
CL 163—General Chemistry III	3	3	4
EG 101—English Composition I	3	0	3
EG 102—English Composition II	3	0	3
EG 103—English Composition III	3	0	3
H 110—Western Civilization	5	0	5
MT 151—Contemporary College Math I	5	0	5
MT 161—College Algebra	5	0	5
MT 250—Introductory Statistics	4	2	5
SL 202—Intermediate Spanish II	5	1	5

Sophomore Courses**FALL QUARTER**

MT 261—Calculus and Analytical Geometry I	5	0	5
MS 101—Music Appreciation	5	0	5
PS 201—Intro. to Psychology	5	0	5
SC 201—Intro. to Sociology	5	0	5
SH 201—Fundamentals of Speech	3	0	3

WINTER QUARTER

AP 101—Art Appreciation	5	0	5
EG 204—American Literature	5	0	5
EG 212—Film Appreciation and History	5	0	5
MT 262—Calculus and Analytical Geometry II	5	0	5
PC 202—State & Local Government	5	0	5
PS 201—Introduction to Psychology	5	0	5
PS 202—Human Growth and Development	5	0	5
SC 202—Social Problems	5	0	5
SH 201—Fundamentals of Speech	3	0	3

SPRING QUARTER

EG 204—American Literature	5	0	5
MT 263—Calculus and Analytical Geometry III	5	0	5
PC 200—Introduction to Political Science	5	0	5
PC 201—American Federal Government	5	0	5
PS 203—Abnormal Psychology	5	0	5
SC 201—Intro. to Sociology	5	0	5
SH 201—Fundamentals of Speech	3	0	3

SUMMER QUARTER

PC 205—World Politics and International Relations ..	5	0	5
PS 201—Introduction to Psychology	5	0	5
SH 201—Fundamentals of Speech	3	0	3

EVENING DIVISION

BUSINESS ADMINISTRATION

		Hours Per Week	Qua Ho Cre
FALL QUARTER			
BUS 101—Introduction to Business	5	0	3
ENG 121—Grammar and Composition I	3	0	3
MAT 110—Business Mathematics	<u>5</u>	<u>0</u>	<u>3</u>
	<u>13</u>	<u>0</u>	<u>12</u>
WINTER QUARTER			
BUS 115—Business Law I	5	0	3
BUS 120—Principles of Accounting I	5	2	6
ENG 122—Grammar and Composition II	3	0	3
	<u>13</u>	<u>2</u>	<u>14</u>
SPRING QUARTER			
BUS 116—Business Law II	5	0	3
BUS 121—Principles of Accounting II	5	2	6
BUS 245—Retailing	<u>3</u>	<u>0</u>	<u>3</u>
	<u>13</u>	<u>2</u>	<u>14</u>
SUMMER QUARTER			
BCP 204—Introduction to Data Processing—			
Microcomputer Applications	3	2	4
BUS 110—Office Machines	2	2	3
BUS 219—Credit Procedures	3	0	3
BUS 239—Marketing	<u>5</u>	<u>0</u>	<u>3</u>
	<u>13</u>	<u>4</u>	<u>15</u>
FALL QUARTER			
BUS 232—Sales Development	3	0	3
BUS 235—Business Management	5	0	5
ECO 201—Principles of Economics I	3	0	3
ENG 224—Oral Communication	<u>3</u>	<u>0</u>	<u>3</u>
	<u>14</u>	<u>0</u>	<u>14</u>
WINTER QUARTER			
BUS 229—Taxes I	5	0	5
ECO 202—Principles of Economics II	3	0	3
ENG 123—Technical Writing	3	0	3
POL 221—United States Government	<u>3</u>	<u>0</u>	<u>3</u>
	<u>14</u>	<u>0</u>	<u>14</u>
SPRING QUARTER			
BUS 230—Taxes II	5	0	5
BUS 243—Advertising	3	2	4
BUS 272—Principles of Supervision	3	0	3
ECO 203—Principles of Economics III	<u>3</u>	<u>0</u>	<u>3</u>
	<u>14</u>	<u>2</u>	<u>15</u>
SUMMER QUARTER			
BUS 102—Beginning Typewriting*	3	2	4
BUS 123—Business Finance	5	0	5
PSY 206—Applied Psychology	<u>3</u>	<u>0</u>	<u>3</u>
	<u>11</u>	<u>2</u>	<u>12</u>

*Students may receive credit by successfully passing an examination.

EVENING DIVISION

BUSINESS COMPUTER PROGRAMMING DIPLOMA

Completion of the following courses will result in the awarding of a Diploma in Business Computer Programming. Upon further study, the student may be awarded an Associate in Applied Science Degree in Business Computer Programming.

		Hours Per Week	Quarter Hours Credit
		Class	Lab
FALL QUARTER			
C 104—Introduction to Data Processing	4	2	5
C 121—Grammar and Composition I	<u>3</u>	0	<u>3</u>
	<u>7</u>	<u>2</u>	<u>8</u>
WINTER QUARTER			
C 106—Programming Concepts I	4	2	5
C 122—Grammar and Composition II	<u>3</u>	0	<u>3</u>
	<u>7</u>	<u>2</u>	<u>8</u>
SPRING QUARTER			
C 107—Programming Concepts II	4	2	5
C 216—Microcomputer Applications	<u>4</u>	<u>2</u>	<u>5</u>
	<u>8</u>	<u>4</u>	<u>10</u>
FALL QUARTER			
C 206—Introduction to COBOL	4	2	5
A 100—Intermediate Algebra	<u>5</u>	0	<u>5</u>
	<u>9</u>	<u>2</u>	<u>10</u>
WINTER QUARTER			
C 207—Intermediate COBOL	4	2	5
C 215—Operating Systems	<u>4</u>	<u>2</u>	<u>5</u>
	<u>8</u>	<u>4</u>	<u>10</u>
SPRING QUARTER			
U 120—Principles of Accounting I	<u>5</u>	<u>2</u>	<u>6</u>
	<u>5</u>	<u>2</u>	<u>6</u>
FALL QUARTER			
C 216—Microcomputer Programming	4	2	5
U 121—Principles of Accounting II	<u>5</u>	<u>2</u>	<u>6</u>
	<u>9</u>	<u>4</u>	<u>11</u>
WINTER QUARTER			
U 226—Cost Accounting	<u>5</u>	<u>0</u>	<u>5</u>
	<u>5</u>	<u>0</u>	<u>5</u>

EVENING DIVISION

BUSINESS COMPUTER PROGRAMMING CERTIFICATE

Completion of the following courses will result in the awarding of a Certificate in Business Computer Programming. Upon further study the student may be awarded a Diploma in Business Computer Programming.

		Hours Per Week	Quar Hou Cre
	Class	Lab	
FALL QUARTER			
BCP 104—Introduction to Data Processing	4	2	5
BUS 120—Principles of Accounting I.....	5	2	6
	<hr/>	<hr/>	<hr/>
	9	4	11
WINTER QUARTER			
BCP 106—Programming Concepts I.....	4	2	5
	<hr/>	<hr/>	<hr/>
	4	2	5
SPRING QUARTER			
BCP 107—Programming Concepts II	4	2	5
BCP 216—Microcomputer Applications	4	2	5
	<hr/>	<hr/>	<hr/>
	8	4	10
SUMMER QUARTER			
BCP 206—Introduction to COBOL	4	2	5
	<hr/>	<hr/>	<hr/>
	4	2	5
FALL QUARTER			
BCP 215—Operating Systems	4	2	5
ENG 121—Grammar and Composition I	3	0	3
	<hr/>	<hr/>	<hr/>
	7	2	8

EVENING DIVISION

CRIMINAL JUSTICE

		Hours Per Week	Quarter Hours Credit
		Class	Lab
FALL QUARTER			
EP 216—Microcomputer Applications	4	2	5
CC 101—Introduction to the Administration of Justice	5	0	5
CC 225—Criminal Procedures.....	3	0	3
PY 206—Applied Psychology	3	0	3
	<hr/>	<hr/>	<hr/>
	15	2	16
WINTER QUARTER			
CC 102—Introduction to Criminology	5	0	5
CC 115—Criminal Law	3	0	3
EG 121—Grammar and Composition I	3	0	3
PL 202—State and Local Government	5	0	5
	<hr/>	<hr/>	<hr/>
	16	0	16
SPRING QUARTER			
CC 116—Criminal Law II	3	0	3
CC 220—Criminal Justice Organization and Administration	3	0	3
CC 240—Firearms and Defensive Tactics	3	2	4
PL 201—American Federal Government	5	0	5
	<hr/>	<hr/>	<hr/>
	14	2	15
SUMMER QUARTER			
CC 209—Interviews and Interrogations	3	2	4
CC 210—Fundamentals of Investigation I.....	3	2	4
EG 122—Grammar and Composition II	3	0	3
	<hr/>	<hr/>	<hr/>
	9	4	11
FALL QUARTER			
CC 113—Identification Techniques.....	3	2	4
CC 202—Criminal Justice and the Community	3	0	3
MT 151—Contemporary College Math I	5	0	5
Elective.....	3	0	3
	<hr/>	<hr/>	<hr/>
	14	2	15
WINTER QUARTER			
CC 211—Fundamentals of Investigation II	3	2	4
CC 110—Juvenile Delinquency	3	0	3
EG 224—Oral Communication.....	3	0	3
SC 202—Social Problems	5	0	5
	<hr/>	<hr/>	<hr/>
	14	2	15

		Hours Per Week	Quarte
		Class	Hours Credit
SPRING QUARTER			
CJC 103—Introduction to Corrections	5	0	5
CJC 221—Criminal Justice Supervision	3	0	3
ENG 123—Technical Writing	3	0	3
HEA 102—First Aid and Safety	<u>3</u>	<u>0</u>	<u>3</u>
	<u>14</u>	<u>0</u>	<u>14</u>

SUMMER QUARTER

BIO 121—Human Anatomy and Physiology	3	3	4
CJC 222—Police Operations	5	0	5
LEG 205—Evidence	<u>3</u>	<u>0</u>	<u>3</u>
	<u>11</u>	<u>3</u>	<u>12</u>



EVENING DIVISION**EXECUTIVE SECRETARY**

		Hours Per Week	Quarter Hours	Credit
		Class	Lab	
FALL QUARTER				
BU 101—Introduction to Business	5	0		5
CN 100—Grammar	3	0		3
MF 110—Business Mathematics	5	0		5
	<u>13</u>	<u>0</u>		<u>13</u>
WINTER QUARTER				
BU 102—Beginning Typewriting*	3	2		4
BU 106—Beginning Shorthand*	3	2		4
BU 110—Office Machines	2	2		3
CN 124—Composition	3	0		3
	<u>11</u>	<u>6</u>		<u>14</u>
SPRING QUARTER				
BU 103—Intermediate Typewriting	3	2		4
BU 107—Intermediate Shorthand	3	2		4
BU 112—Records Management	3	0		3
BU 134—Personal Development	3	0		3
	<u>12</u>	<u>4</u>		<u>14</u>
SUMMER QUARTER				
BU 104—Advanced Typewriting	3	2		4
BU 108—Advanced Shorthand	3	2		4
BU 183E—Terminology and Vocabulary	3	0		3
BU 211—Office Procedures	3	2		4
	<u>12</u>	<u>6</u>		<u>15</u>
FALL QUARTER				
BU 204—Introduction to Data Processing Microcomputer Applications	3	2		4
BU 206E—Dictation, Transcription, and Word Processing	3	2		4
BU 191—Basic Word Processing	2	2		3
PSY 206—Applied Psychology	3	0		3
	<u>11</u>	<u>6</u>		<u>14</u>
WINTER QUARTER				
BU 115—Business Law I	5	0		5
BU 204E—Technical Typewriting I	2	2		3
BU 212—Transcription Machines I and Word Processing	2	2		3
EC 108—Consumer Economics	3	0		3
	<u>12</u>	<u>4</u>		<u>14</u>

		Hours Per Week	Quar Ho Cre t
		Class	Lab
SPRING QUARTER			
BUS 118—Secretarial Accounting	5	2	6
BUS 205E—Technical Typewriting II	2	2	3
BUS 213—Transcription Machines II and Word Processing	2	2	3
ENG 224—Oral Communications	3	0	3
	<hr/>	<hr/>	<hr/>
	12	6	15

SUMMER QUARTER

BUS 214—Office Simulation	3	2	4
ENG 226—Written Communication	3	0	3
POL 221—United States Government	3	0	3
	<hr/>	<hr/>	<hr/>
	9	2	10

*Students may receive credit by successfully passing an examination.

The college will attempt to offer second year courses on a periodic basis according to student demand.



EVENING DIVISION

FIRE PROTECTION TECHNOLOGY

The part-time Fire Protection curriculum will be offered based on having a sufficient number of students to justify the class. The college will discontinue these classes at any time the number of enrollees is deemed insufficient.

All part-time courses are offered on a "flip-flop" basis: each class session is repeated twice a week, day and night, and students fulfill attendance requirements by meeting two of the four weekly class sessions. This arrangement allows students with varied work schedules the opportunity to attend school while working full-time.

		Hours Per Week	Quarter Hours Credit
		Class	Lab
FALL QUARTER			
FP 101—Introduction to Fire Protection	3	0	3
MT 151—Contemporary College Math I	<u>5</u>	<u>0</u>	<u>5</u>
	<u>8</u>	<u>0</u>	<u>8</u>
WINTER QUARTER			
EG 121—Grammar and Composition I	3	0	3
FP 104—Fire Protection Codes and Standards	<u>2</u>	<u>3</u>	<u>3</u>
	<u>5</u>	<u>3</u>	<u>6</u>
SPRING QUARTER			
EG 122—Grammar and Composition II	3	0	3
FP 205—Industrial Fire Hazards	<u>3</u>	<u>3</u>	<u>4</u>
	<u>6</u>	<u>3</u>	<u>7</u>
SUMMER QUARTER			
EG 123—Technical Writing	3	0	3
FP 230—Hydraulics and Water Distribution Systems	<u>3</u>	<u>2</u>	<u>4</u>
	<u>6</u>	<u>2</u>	<u>7</u>
FALL QUARTER			
CE 100—General Chemistry	3	3	4
Elective	<u>3</u>	<u>0</u>	<u>3</u>
	<u>6</u>	<u>3</u>	<u>7</u>
WINTER QUARTER			
FP 115—Fire Prevention	3	0	3
FP 225—Fire Protection Law	<u>3</u>	<u>0</u>	<u>3</u>
	<u>6</u>	<u>0</u>	<u>6</u>
SPRING QUARTER			
DP 118—Drafting and Blueprint Interpretation	2	4	4
FP 211—Insurance Grading Schedules	<u>3</u>	<u>0</u>	<u>3</u>
	<u>5</u>	<u>4</u>	<u>7</u>

		Hours Per Week	Quar Hou Cre t
		Class	Lab
SUMMER QUARTER			
ELC 102—Applied Electricity	3	2	4
FIP 102—Municipal Fire Protection	3	0	3
	<u>6</u>	<u>2</u>	<u>7</u>
FALL QUARTER			
FIP 218—Hazardous Materials	3	2	4
POL 202—State & Local Government	5	0	5
	<u>8</u>	<u>2</u>	<u>9</u>
WINTER QUARTER			
FIP 244—Fire Alarm Systems	3	0	3
PHY 122—Properties of Matters, Temp. and Heat	3	2	4
	<u>6</u>	<u>2</u>	<u>7</u>
SPRING QUARTER			
BUS 272—Principles of Supervision	3	0	3
FIP 216—Chemical and Radiation Hazards	3	2	4
	<u>6</u>	<u>2</u>	<u>7</u>
SUMMER QUARTER			
FIP 246—Portable and Fixed Extinguishing	3	2	4
Elective	3	0	3
	<u>6</u>	<u>2</u>	<u>7</u>
FALL QUARTER			
FIP 235—Inspection Principles and Practices	3	4	5
Elective	5	0	5
	<u>8</u>	<u>4</u>	<u>10</u>
WINTER QUARTER			
BCP 204—Introduction to Data Processing -			
Microcomputer Applications	3	2	4
FIP 220—Fire Fighting Strategy	2	3	3
	<u>5</u>	<u>5</u>	<u>7</u>
SPRING QUARTER			
FIP 135—Training Programs and Methods	4	0	4
FIP 201—Arson Detection and Investigation	3	3	4
	<u>7</u>	<u>3</u>	<u>8</u>
SUMMER QUARTER			
FIP 231—Sprinklers & Standpipe	3	3	4
SPH 201—Fundamentals of Speech	3	0	3
	<u>6</u>	<u>3</u>	<u>7</u>

EVENING DIVISION

GENERAL OFFICE TECHNOLOGY

		Hours Per Week	Quarter Hours Credit
	Class	Lab	
FALL QUARTER			
BS 101—Introduction to Business	5	0	5
EG 100—Grammar	3	0	3
MT 110—Business Mathematics	5	0	<u>5</u>
	<u>13</u>	0	<u>13</u>
WINTER QUARTER			
ES 102—Beginning Typewriting*	3	2	4
ES 110—Office Machines	2	2	3
EO 108—Consumer Economics	3	0	3
EG 124—Composition	3	0	<u>3</u>
	<u>11</u>	4	<u>13</u>
SPRING QUARTER			
BS 103—Intermediate Typewriting	3	2	4
BS 112—Records Management	3	0	3
BS 134—Personal Development	3	0	3
EG 224—Oral Communication	3	0	<u>3</u>
	<u>12</u>	2	<u>13</u>
SUMMER QUARTER			
BS 104—Advanced Typewriting	3	2	4
BS 183E—Terminology & Vocabulary	3	0	3
BS 191—Basic Word Processing	2	2	3
BS 211—Office Procedures	3	2	<u>4</u>
	<u>11</u>	6	<u>14</u>
FALL QUARTER			
BP 204—Introduction to Data Processing -			
Microcomputer Applications	3	2	4
BS 204E—Technical Typewriting I	2	2	3
EG 226—Written Communication	3	0	3
PW 206—Applied Psychology	3	0	<u>3</u>
	<u>11</u>	4	<u>13</u>
WINTER QUARTER			
BS 115—Business Law I	5	0	5
BS 205E—Technical Typewriting II	2	2	3
BS 212—Transcription Machines I and			
Word Processing	2	2	<u>3</u>
	<u>9</u>	4	<u>11</u>
SPRING QUARTER			
BS 213—Transcription Machines II and			
Word Processing	2	2	3
BS 220—Recordkeeping I	5	2	6
Social Science Elective	3	0	<u>3</u>
	<u>10</u>	4	<u>12</u>
SUMMER QUARTER			
BW 216—Office Practicum	3	12	7
BW 221—Recordkeeping II	5	2	<u>6</u>
	<u>8</u>	14	<u>13</u>

*Students may receive credit by successfully completing an examination.

The College will attempt to offer second year courses on a periodic basis according to student demand.

EVENING DIVISION

MARKETING AND RETAILING

		Hours Per Week	Quarter Hours Credit
		Class	Lab
FALL QUARTER			
BUS 101—Introduction to Business	5	0	1
ENG 121—Grammar and Composition I	3	0	1
MAT 110—Business Mathematics	5	0	1
	<hr/>	<hr/>	<hr/>
	13	0	1
WINTER QUARTER			
BCP 204—Introduction to Data Processing - Microcomputer Applications	3	2	4
BUS 115—Business Law I	5	0	1
BUS 120—Principles of Accounting I	5	2	6
ENG 122—Grammar and Composition II	3	0	1
	<hr/>	<hr/>	<hr/>
	16	4	18
SPRING QUARTER			
BUS 116—Business Law II	5	0	1
BUS 121—Principles of Accounting II	5	2	6
BUS 245—Retailing	3	0	1
	<hr/>	<hr/>	<hr/>
	13	2	14
SUMMER QUARTER			
BCP 216—Microcomputer Applications	4	2	4
BUS 110—Office Machines	2	2	4
BUS 219—Credit Procedures	3	0	1
BUS 239—Marketing	5	0	1
	<hr/>	<hr/>	<hr/>
	14	4	16
FALL QUARTER			
BUS 232—Sales Development	3	0	1
BUS 235—Business Management	5	0	1
ECO 201—Principles of Economics I	3	0	1
ENG 224—Oral Communication	3	0	1
	<hr/>	<hr/>	<hr/>
	14	0	14
WINTER QUARTER			
BUS 262—Fashion in Retailing	3	0	1
ECO 202—Principles of Economics II	3	0	1
ENG 123—Technical Writing	3	0	1
Social Science Elective	3	0	1
	<hr/>	<hr/>	<hr/>
	12	0	12
SPRING QUARTER			
BUS 243—Advertising	3	2	4
BUS 249—Retail Merchandising Management	3	0	1
BUS 272—Principles of Supervision	3	0	1
ECO 203—Principles of Economics III	3	0	1
	<hr/>	<hr/>	<hr/>
	12	2	18
SUMMER QUARTER			
BUS 123—Business Finance	5	0	1
BUS 260—Commercial Display and Design I	2	2	4
BUS 268—Marketing and Retailing Internship	1	9	4
PSY 206—Applied Psychology	3	0	1
	<hr/>	<hr/>	<hr/>
	11	11	15

EVENING DIVISION

PARALEGAL TECHNOLOGY

		Hours Per Week	Quarter Hours Credit
		Class	Lab
FALL QUARTER			
JG 101—Introduction to the Administration of Justice	5	0	5
JG 225—Criminal Procedure	3	0	3
JG 121—Grammar and Composition I	3	0	3
JG 111—Legal Research and Writing	3	2	4
	<hr/>	<hr/>	<hr/>
	14	2	15
WINTER QUARTER			
JG 115—Criminal Law I	3	0	3
JG 122—Grammar and Composition II	3	0	3
JG 225—Civil Procedure & Litigation	5	0	5
JG 202—State and Local Government	5	0	5
	<hr/>	<hr/>	<hr/>
	16	0	16
SPRING QUARTER			
JG 116—Criminal Law II	3	0	3
JG 115—Real Property Law	3	0	3
JG 215—Civil Wrongs	5	0	5
JG 201—American Federal Government	5	0	5
	<hr/>	<hr/>	<hr/>
	16	2	17
SUMMER QUARTER			
JG 209—Interviews and Interrogation	3	2	4
JG 210—Fundamentals of Investigation I	3	2	4
JG 123—Technical Writing	3	0	3
JG 205—Evidence	3	0	3
	<hr/>	<hr/>	<hr/>
	12	4	14
FALL QUARTER			
JG 115—Business Law I	5	0	5
JG 224—Oral Communication	3	0	3
JG 113—Family Law	3	0	3
JG 151—Contemporary College Math I	5	0	5
	<hr/>	<hr/>	<hr/>
	16	0	16
WINTER QUARTER			
JG 211—Fundamentals of Investigation II	3	2	4
JG 211—Law Office Management	3	2	4
JG 202—Social Problems	5	0	5
Open Elective	3	0	3
	<hr/>	<hr/>	<hr/>
	14	4	16
SPRING QUARTER			
JG 216—Microcomputer Applications	4	2	5
JG 116—Business Law II	5	0	5
JG 110—Professional Responsibility	3	0	3
JG 206—Applied Psychology	3	0	3
	<hr/>	<hr/>	<hr/>
	15	2	16
SUMMER QUARTER			
JG 120—Principles of Accounting I	5	2	6
JG 201—Trusts, Estates, & Probate Law	3	2	4
JG 250—Paralegal Internship**	0	10	1
	<hr/>	<hr/>	<hr/>
	8	14	11

CONTINUING EDUCATION AND COMMUNITY SERVICE PROGRAMS DIVISION OF CONTINUING EDUCATION

General Information: The Continuing Education Division provides instruction in non-degree and non-diploma oriented educational activities for adults. The programs within the Division promote the concept of lifelong learning. It provides programs of instruction designed to lead students to the achievement of functional literacy, and enables them to progress to high school equivalency certification. A broad range of courses are offered at convenient times and locations to meet the vocational, avocational, cultural, intellectual, social, and recreational interests and needs of the citizens of Onslow County. Programs are designed for the training needs of businesses, and new and expanding industries. In addition courses are offered which upgrade the occupational knowledge and skills of individuals at all levels of labor and management, as well as the professions.

Eligibility: To enroll in courses offered in the Continuing Education Program, a student should be eighteen (18) years of age or older. However, sixteen (16) year olds can be served with permission from their principal or superintendent of their school system.

Credit: The Continuing Education Unit is used as the basic unit of measurement for an individual's participation in Continuing Education non-credit classes, courses and programs. CEU's will be awarded—each (10) contact hours equal one (1) CEU—to individuals who successfully complete a learning activity in occupational or academic program areas.

Registration: Courses begin at various times during the traditional eleven week quarter. Normally, registration for courses is conducted on the first class meeting, though occasionally pre-registration is required. Announcements concerning dates, times, locations of classes and registration information are available in the office of Continuing Education.

Fees: Continuing Education fees are determined by the North Carolina General Assembly. They are as follows: Academic Occupational Courses - \$15.00; Academic Practical Skills Courses, Avocational Courses - \$25.00; Adult Basic Education, Adult High School and GED - No Costs. Senior Citizens, 65 years of age and older, may enroll in any course free of a registration charge. There is no registration fee for job related courses for local law enforcement, fire, and rescue personnel.

AREAS OF INSTRUCTION

ADULT BASIC EDUCATION (ABE): The Adult Basic Education Program (ABE) is open to any adult, 16 or older, who has not completed high school and who functions at less than eighth grade level.

gram is specifically designed for adults to learn basic skills in reading, writing, and mathematics. All materials are prepared especially for the adult, with emphasis on individual needs and interests. Students are encouraged to complete ABE and then enter the General Education Development Program.

Day and evening classes in ABE are offered on the main campus as well as convenient locations throughout Onslow County. All books and materials are provided for student use.

GENERAL EDUCATIONAL DEVELOPMENT PROGRAM: The General Educational Development Program (GED) is designed for the adult who has not completed high school and would like to obtain a **NORTH CAROLINA HIGH SCHOOL EQUIVALENCY CERTIFICATE**. An individual must achieve the necessary scores on the General Education Development Test to receive the high school equivalency certificate which is accepted by more than 90% of colleges and universities and by many employers.

The GED consists of five (5) parts which measure a person's ability to use correct English in written expression, read and comprehend material in social studies, science and literature, and solve problems in mathematics. Students may prepare to take the GED test by attending GED classes in reading, English and mathematics or by studying on an individual basis in the General Studies Center. Classes are offered day and evening and text books are provided for student use. Coastal Carolina Community College is an official GED testing center. The GED test is given once a month for the general public or at the end of each quarter if a student is enrolled in GED classes. There is a \$50 test fee.

ADULT HIGH SCHOOL DIPLOMA PROGRAM: The Adult High School Diploma Program (AHS) is offered for the adult, 16 years of age or older, who, after dropping out of high school, returns to complete his or her work in order to obtain an **ADULT HIGH SCHOOL DIPLOMA**. To earn his high school credential the student must complete twenty (20) credits and pass the North Carolina Competency Test in reading, writing, and mathematics. Credits may be earned through AHS classes in English, reading and math; other courses are offered through independent study in the General Studies Center. This program, offered with the approval and cooperation of the Onslow County Board of Education, also grants credits for any of the requirements previously completed in high school, military schools or work experience courses. Classes are offered day and evening and text books are provided.

ENGLISH AS A SECOND LANGUAGE: "English as a Second Language" is designed for foreign students who want to learn to speak, write, and communicate fluently in the English language. Conversational English is stressed, as well as vocabulary, spelling, and reading

development. Classes are offered each quarter during the day or evening based on demand.

ABE/GED/AHS/ESL ENTRANCE REQUIREMENTS: A student should be eighteen (18) years of age or older. If a student does not meet this requirement, he/she must have a drop-out verification form completed. This form can be obtained in the General Studies Center and must be signed by the student's legal guardian in the presence of a notary. It must also be signed by the principal of the high school the student last attended and by the Superintendent of Schools if the student has dropped out within the last six months. Out-of-state students must sign a form stating that they have never attended high school in North Carolina. North Carolina law stipulates that Coastal Carolina Community College cannot work with any student under the age of sixteen (16).

COMPENSATORY EDUCATION PROGRAM: Compensatory Education (CED) is a program of study especially designed for adults with mental retardation to prepare them for employment and independent and self-sufficient lives. Areas of study in the program include language arts, math, community living, consumer education, health and vocational education.

Individual needs are met in a variety of ways in this educational program. CED classes are offered day and evening. All materials are provided for student use.

ACADEMIC EXTENSION: Academic Extension offers a broad range of general interests, skill upgrading, personal satisfaction, and general educational advancement courses.

AVOCATIONAL EXTENSION: Avocational courses focus on the individual's personal or leisure time needs.

INDUSTRIAL SERVICES/NEW AND EXPANDING INDUSTRIES
One of the objectives of Coastal Carolina Community College is to stimulate the creation of more challenging and rewarding jobs for citizens of Onslow County by providing customized training services to existing industries and New and Expanding Industries. The college, in cooperation with the Industrial Services Division of the State Department of Community Colleges, will design and administer a specialized training program for any industry in Onslow County. The purpose of this service is to help a new and/or expanding industry meet its immediate manpower needs and to encourage each industry to develop a long-range training program of its own to satisfy its continuing replacement and retraining needs.

The program includes the following services: 1) consultation to develop job description, define areas of training, and prescribe appropriate course outlines, training schedules, and materials; 2) selection and training of instructors who may be recruited from the company and/or from outside sources; 3) payment of instructional costs for the duration of the

day training program; 4) provision of suitable space for a temporary training facility prior to the completion of a new plant, should such temporary space be required (this may be space on the college campus or leased space in the community); 5) assumption of installation costs of equipment and in the temporary training facility; 6) payment for one-half of the cost of nonsalvageable materials expended in the training program.

MERGENCY MEDICAL, HEALTH, AND SAFETY: Health and emergency services courses are designed to meet both the pre-service and in-service training needs of the medical community. Courses are scheduled to fulfill the needs of rescue squads, fire departments, health agencies, hospitals, nursing homes and other related agencies.

IRE SERVICE TRAINING: Full-time and volunteer firefighters are provided with the opportunity to gain technical knowledge and skills needed in the effective performance of their duties. With flammable and explosive materials being stored and transported, it is necessary to keep abreast of the latest techniques for controlling hazardous conditions. In addition to classroom theory, the firefighter has the opportunity to apply firefighting techniques during specially designed field exercises. Training sessions may be held on the college campus or in local fire departments, with in-service classes provided in convenient locations throughout the county.

GENERAL STUDIES CENTER: For information on the General Studies Center see the section General Studies Center Services.

OSPITALITY: These courses are designed to promote travel and tourism in Onslow County by providing courses for food service personnel working in restaurants, school lunchrooms, hospitals, motels, or fast-food establishments. Retraining, upgrading and certification courses are provided.

LAW ENFORCEMENT TRAINING: Numerous short, non-credit intensive courses for Law Enforcement personnel are offered by the college. Courses are usually held on the main campus but may be scheduled for a particular department and held at an alternate location. These courses are designed to assist individuals in becoming more efficient officers and expose them to current practices.

HACTICAL SKILLS TRAINING: These courses are designed to serve as a resource for helping the homemaker develop the skills necessary to meet the needs of today's families with emphasis on hands-on training.

Also included are maintenance and do-it-yourself type courses to assist hobby enthusiast with hands-on training skills in many areas of interest.

PERSONAL SERVICES: Courses are designed to fit the needs of special groups needing to upgrade their skills or technical knowledge. These courses may be conducted in the place of business or on campus.

SMALL BUSINESS CENTER: This customized program is designed to respond to small business owners, or prospective owners, needs for training, counseling, replacement and retraining. Courses, seminars and workshops are scheduled at mutually convenient hours and locations and include a variety of subjects.

OCCUPATIONAL: Courses are designed to serve adults who are employed and in need of upgrading their skills or technical knowledge for advancement. Also available are courses which offer related training in vocational or professional areas or courses designed to establish a new vocation. Any adult who needs training, retraining, upgrading or special interest courses may enroll. Courses are generally scheduled so that persons may attend class during non-working hours, and usually meet one or two evenings per week. The sequence of courses meeting two nights per week is usually Monday - Wednesday or Tuesday - Thursday.

TEACHER RECERTIFICATION: Those in the teaching profession are able to renew teaching certification by enrolling in courses approved for credit.

CLASSES AT CAMP LEJEUNE, NORTH CAROLINA

For the convenience of the military personnel stationed in Onslow County, Coastal Carolina Community College offers courses at Camp Lejeune. College staff is available to counsel, test, and register students for curriculum and extension programs.

Curriculum course offerings include both Occupational and Introductory College Transfer courses, which are offered on a demand basis. Course offerings are coordinated with Base Educational Services Office to assure relevant and timely course selections. A coordinator of Curriculum Programs assists students and works with the Base Educational Services Coordinator, Camp Lejeune, to assess the needs for various classes.

Extension programs offered on the Base and coordinated through the center include the Basic Skills Education Program, Adult High School, General Education Development (GED), and various special interest courses offered on a demand basis. Continuing Education staff designs the programs to meet students' needs. Programs offered include Practical Skills, Avocational, Occupational, and Academic Extension. Costs are minimal, with some programs free.

For further information on course offerings at Camp Lejeune, call 451-2391 or 353-0187, or write: Coastal Carolina Community College Office, Camp Lejeune, Post Office Box 8190, Camp Lejeune, North Carolina 28542.

DESCRIPTION OF COURSES

Course Numbering

Courses at Coastal Carolina Community College are numbered in accordance with the system of the North Carolina Department of Community Colleges.

All preparatory or developmental courses are indicated by a three-letter prefix and numbered 70-99. These courses are not transferable and do not count as credit toward a degree at Coastal Carolina Community College. Credits for these classes are shown in parenthesis to indicate these hours used in calculating tuition charges, not to imply degree credit.

Example: MAT 98

All freshman transfer and technical courses are indicated by a three-letter prefix and are numbered 100-199.

Example: MAT 151

All sophomore transfer and technical courses are indicated by a three-letter prefix and are numbered 200-299.

MAT 261

All vocational courses are indicated by a prefix and are numbered 1000-1299.

All adult education courses beyond the high school level are indicated by a three letter prefix and are numbered 2000-2999.

All high school courses are numbered according to the North Carolina Public School numbering system.

COURSE SUBSTITUTIONS

Within some curricula programs, substitutions may be made for required classes. The substitutions listed below are standard ones requiring no special permission. Any substitutions not specifically included in the list below must be approved by the department/division head and the curriculum dean.

COURSE REQUIRED	COURSE SUBSTITUTION
3C 104	BCP 204 (with grade of B or better)
3C 105	BCP 106
3C 202	BCP 206
3C 204	BCP 104
3C 210	BCP 206
3C 211	BCP 207
3C 212	BCP 208
3C 222	BCP 107
3IC 1121	BIO 121
3IC 1122	BIO 122

BIO 1123	BIO 123
BUS 118	BUS 120
BUS 220	BUS 118, BUS 120
BUS 221	BUS 121
BUS 1103	BUS 101, BUS 235, BUS 272
CHE 100	CHE 161
CJC 222	PSC 251
ECO 108	ECO 201
ELC 1101	ELC 1102, ELC 1112
ELC 1102	ELC 1112
ELC 1137	ELC 1126
ENG 121	ENG 101, ENG 124
ENG 122	ENG 102, ENG 226
ENG 123	ENG 103
ENG 124	ENG 102, ENG 121
ENG 224	SPH 201, SPH 210
ENG 226	ENG 103, ENG 122
ENG 1102	ENG 101, ENG 121, ENG 124
ENG 1103	ENG 224, SPH 201, SPH 210
LEG 211	BUS 272, CJC 221
PSY 206	PSY 201
PSY 1101	PSY 201, PSY 206
POL 221	POL 201
MAT 100	MAT 161
MAT 121	MAT 100, MAT 161
MAT 122	MAT 161
MAT 123	MAT 162
MAT 124	MAT 261
MAT 1101	MAT 1115, MAT 1116, MAT 110 MAT 100, MAT 161 or any math level higher than MAT 161
MAT 1103	MAT 162 or any math level higher than MAT 162
PHY 121	PHY 201
PHY 122	PHY 202
PHY 123	PHY 203
SOC 202	SOC 201
SPH 201	SPH 210

If there is more than one course listed under the Course Substitution list, a student needs to take only one of the courses for substitution.

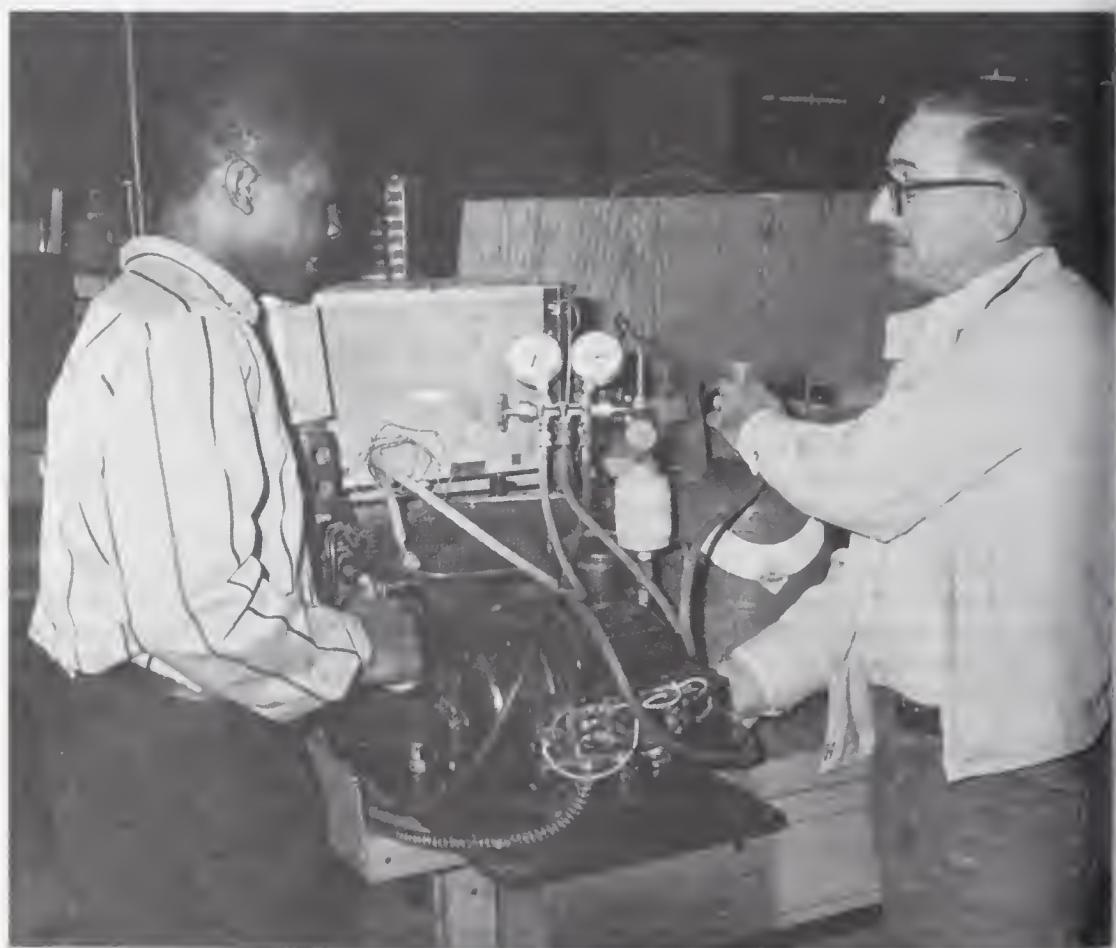
AIR CONDITIONING

CURSE TITLE		Hours Per Week			Quarter
		Class	Lab	Shop	Hours Credit
AIR 1101—Automotive Air Conditioning		3	0	6	5
General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operations, and control; proper handling of refrigerants in charging the system. Use of testing equipment in diagnosing trouble, conducting efficiency tests and general maintenance work.					
Prerequisite: None					
AIR 1101A—Automotive Air Conditioning		2	0	4	3
General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operations, and control; proper handling of refrigerants in charging the system. Use of testing equipment in diagnosing trouble, conducting efficiency tests and general maintenance work.					
Prerequisite: None					
AIR 1101B—Automotive Air Conditioning		1	0	2	2
A further study of the principles of refrigeration and methods of operation. The use of testing equipment and repair of the new types of compressors on the market.					
Prerequisite: AHR 1101B					
AIR 1110—Fundamentals of Solar Heating		3	0	3	4
This course provides the essential information that a practicing heating and air conditioning wholesaler, contractor, and technician needs to advance in sizing, installing, and servicing practices as the market for solar heating progresses.					
Prerequisite: None					
AIR 1119—Introduction to Cooling and Heating Systems		2	0	9	5
Covers the basic principles of cooling and heating related to industrial systems. Air conditioning, refrigeration, and heating systems are studied as well as fluid flow, air distribution, and control systems. Special industrial cooling and heating systems are included.					
Prerequisite: None					
AIR 1121—Fundamentals of Refrigeration I		5	0	6	7
Vocabulary used in the trade, principles of refrigeration; identification of basic system components; introduction to and practice with tools and shop equipment found in the field today. Standard procedures and safety measures are included.					
Prerequisite: None					
AIR 1121A—Fundamentals of Refrigeration I		3	0	3	4
Refrigerant theory and systems. Physical laws governing refrigerant states, pressure and flow. Refrigerant system components (functions and relationships), heat transfer methods, pressure/temperature relationships within a closed system, and tools of the trade will be explained. Shop periods will involve refrigerant tubing coupling and crimping exercises.					
Prerequisite: None					
AIR 1121B—Fundamentals of Refrigeration I		2	0	3	3
Refrigerants and flow controls. A continuation of refrigeration theory to include identification and uses of various refrigerants, pressure and temperature differences involved, and flow control methods and metering device types. Shop periods will provide training in system management utilizing school provided refrigeration training units.					
Prerequisite: AHR 1121A or equivalent					

COURSE TITLE		Hours Per Week	Quarterly Hours	Class	Lab	Shop	Credit
AHR 1122—Fundamentals of Refrigeration II		2	0	6			4
A follow-up course in basic refrigeration utilizing theory, procedures, tools and equipment studied in first quarter's work. Strong emphasis is placed upon domestic refrigerators, freezers and window air conditioning units. Machines with electrical and mechanical difficulties are brought in and repaired by the student. Manufacturers' service manuals are used in conjunction with text.							
Prerequisites: AHR 1121, ELC 1102							
AHR 1122A—Fundamentals of Refrigeration II		1	0	3			2
A continuation of refrigeration fundamentals with emphasis on domestic refrigerator and freezer units. Refrigeration systems and electrical systems trouble-shooting and repair of student provided units will be stressed during shop periods symbols. Use of meters, gauges, and test.							
Prerequisite: AHR 1121 or equivalent							
AHR 1122B—Fundamentals of Refrigeration II		1	0	3			2
A continuation of refrigeration fundamentals with emphasis on domestic window mounted air conditioning systems. Refrigeration system and electrical system troubleshooting and repair will be stressed during shop periods.							
Prerequisite: AHR 1122A or equivalent							
AHR 1123—Commercial Refrigeration		6	0	9			9
Installation of common types of commercial refrigeration; problems and solutions prevalent in the commercial field, medium and low temperature units with electric, hot gas, reverse cycle, and water defrost; use of manufacturers' catalogs in sizing and matching system components; systems sketching and pipe symbols.							
Prerequisites: AHR 1122, AHR 1135							
AHR 1125—Principles of Environmental Control		8	0	6			10
Review of refrigerant cycle and characteristics of mechanical cooling equipment. Sensible and latent heat loads; air mixtures and dehumidification; system capacity and air distribution; pipe schematics and component symbols.							
Prerequisite: AHR 1122							
AHR 1125A—Principles of Environmental Control		3	0	3			4
Heating and cooling load calculations. Residential and light commercial structures provide practice in determining required sizes of heating/cooling equipment and air distribution requirements. Building structures, insulating materials, and other factors affecting heat flow will be examined. Shop periods will stress use of tables and information charts to complete forms currently in use throughout the industry.							
Prerequisite: MAT 1101 or equivalent							
AHR 1125B—Principles of Environmental Control		3	0	3			4
Duct sizing and air distribution systems. A continuation of heating/cooling system size calculations to provide the most effective use and distribution of conditioned air. Examination of duct materials, ventilation fan sizing, and distribution system pressure considerations. Shop periods will emphasize duct location and sizing, by the use of industry recognized charts and forms.							
Prerequisite: AHR 1125A or equivalent							
AHR 1125C—Principles of Environmental Control		2	0	0			2
Psychrometrics. A further examination of air flow and the properties of air as regards heat and moisture retention characteristics. Relative humidity, weight and volume comparisons from industry recognized manuals.							
Prerequisite: AHR 1125B or equivalent							

COURSE TITLE	HOURS PER WEEK				QUARTER HOURS CREDIT
	CLASS	LAB	SHOP	CREDIT	
R 1126—Sheet Metal I	2	0	3	3	
Work with drafting instruments developing patterns on paper for poplar duct fittings. Proper layout procedures are followed in work on plates including square and radius bends, offsets, transitions, branches, and square to round fittings. Become familiar with and use metal working tools and machinery.					
rerequisite: DFT 1180					
R 1127—Environmental Systems Shop Practice I	5	0	9	8	
urnace maintenance and repair. Domestic heating units, oil, gas and electric are examined in detail both as to fuel systems and electrical controls. The function of all components is explained during class periods. Shop periods provide the opportunity for disassembly, inspection and repair of systems within the shop. Systems troubleshooting and repairing is stressed during shop periods. Fuel line sizing, electrical safety controls and air movement components are included in the approach to total heating system maintenance.					
rerequisites: ELC 1114, AHR 1125 or equivalent					
R 1127A—Environmental Systems Shop Practice I	3	0	3	4	
il burner servicing. Oil burners, high pressure and carburetor types, electrical and fuel systems are examined in depth during class periods. Hands on trouble-shooting and component disassembly is provided during laboratory periods. Emphasis is placed on maintaining the unit within safe operating parameters.					
rerequisite: AHR 1102 or equivalent					
R 1127B—Environmental Systems Shop Practice I	2	0	3	3	
as appliance servicing. Domestic gas appliances, their components and electrical control systems, fuel system sizing and pressure considerations are emphasized in class. Shop periods provide hands on wiring practice and system trouble-shooting practice. Safe handling of gas fuels is stressed throughout the course.					
rerequisite: AHR 1102 or equivalent					
R 1127C—Environmental Systems Shop Practice I	0	0	3	1	
esistance heating systems. Domestic warm air electric furnaces and other resistance heating devices are disassembled and examined during lab periods to provide the student with experience in trouble-shooting and repair of electrical components.					
rerequisite: AHR 1102 or equivalent					
R 1131—Environmental Systems Shop Practice II	3	0	6	5	
continuation of practice on all shop procedures encountered by the student to this point. Work on air conditioning compressors, central installations, and trouble-shooting. Sheet metal duct fabrication and installation. Duct insulation materials and procedures.					
rerequisites: AHR 1127, AHR 1135					
R 1132—Estimating & Contracting	3	0	3	4	
ake-off of materials, equipment, and labor. Specifications, plans, contracts, bids, bonds, pricing, and selling.					
rerequisite: AHR 1131					
R 1133—Environmental Systems Shop Practice III	3	0	6	5	
continuation of practice on all shop procedures on all types of refrigeration equipment, installation, troubleshooting, and maintenance. Service procedures on heat pumps, air conditioning units, and domestic heating equipment.					
rerequisite: AHR 1131					
R 1134—Sheet Metal II	2	0	6	4	
Popular types of sheet metal duct-fittings are laid out, cut, formed, and fabricated. Shop procedures are learned and all sheet metal equipment is utilized. The trainee becomes proficient in the use of many hand tools and operations such as seaming.					

COURSE TITLE	Hours Per Week			Qua lifica tions Hou rs	Cred it es
	Class	Lab	Shop		
riveting, soldering, shearing, crimping, and measuring are mastered.					
Prerequisite: AHR 1126					
AHR 1135—Control Systems	1	0	6		3
Review of basic electricity for controls, system components for special applications, Electronic and pneumatic operations. Thermostats, solenoid pressure switches, failure controls. Motorized dampers and valves. Installation and service practices.					
Prerequisite: ELC 1114					
AHR 1138—N. C. Codes and Standards	2	0	3		3
N. C. State Code interpretation of minimum standards, provisions, and requirements for methods of installation of air conditioning, heating, and refrigeration equipment as required by N. C. State regulations and Building Codes.					



ARCHITECTURAL TECHNOLOGY

(also see Drafting)

COURSE TITLE				Hours Per Week	Quarter Hours
	Class	Lab	Shop	Credit	
ARC 100—Sketching, Drawing & Composition	1	4	0	3	
This course introduces free-hand sketching and drawing and the arrangement of design elements in a balanced composition. Emphasis is placed on developing a free-hand sketching style using pencils and felt tip pens. Upon completion, students will be able to exhibit basic sketching abilities using pencils and felt tip pens.					
Prerequisite: None					
ARC 101—Architectural Drafting & Design I	2	0	6	4	
This course introduces the student to the basic drawing systems of architectural drafting. Emphasis is placed on orthographic projection and axonometric and perspective drawings. Upon completion, students will be able to draw objects in orthographic projections and explain the basics of architectural perspective.					
Prerequisite: None					
ARC 102—Architectural Drafting & Design II	2	0	6	4	
This course is a continuation of ARC 101 and includes further development of orthographic drawing skills. Emphasis is placed on programming, design development drawing, and working drawing composition. Upon completion, students will be able to develop a program, layout design development drawings, and begin a layout working drawings.					
Prerequisite: ARC 101					
ARC 103—Architectural Drafting & Design III	2	2	6	5	
This course is a continuation of ARC 102 and includes further development of working drawings skills. Topics include working drawings, with emphasis on residential scale drawings. Upon completion, students will be able to develop a set of simple residential scale working drawings.					
Prerequisite: ARC 102					
ARC 110—Introduction to Architecture	2	0	3	3	
This course is concerned with a morphological study of the essential elements of form and space as related to architectural design. Emphasis is placed on those principles that control the organization of form and space in an architectural context. Upon completion, students will be able to recognize concepts of form and space and to develop these into an architectural understanding of the built environment.					
Prerequisite: ARC 101					
ARC 111—Materials & Methods of Construction I	2	2	3	4	
This course is an introductory level course into the technical aspects of building materials and construction techniques. Topics include soils and basic building materials; field trips are taken to examine field construction methods and techniques. Upon completion, students will be able to discuss the basics of residential and small commercial building materials and construction techniques.					
Prerequisites: None					
ARC 112—Materials & Methods of Construction II	3	4	0	5	
This course is a continuation of ARC 111 and provides further development of building materials knowledge. Emphasis is placed on minor building materials, more complex construction techniques and materials and exhibit this understanding through design details.					
Prerequisite: ARC 111					
ARC 120—Codes, Specs., & Contracts	2	2	0	3	
This course provides the student with a basic understanding of N.C. Building Codes, Residential Code, Zoning ordinances, organization of specifications, and contracts. Upon completion, students will be able to obtain information from the various codes, interpret the codes, and write an outline construction specification.					
Prerequisite: None					

COURSE TITLE		Hours Per Week	Quarter Hours	Class	Lab	Shop	Credit
ARC 130—Architectural Estimating		3	4	0	5		130—P
	This course covers several methods of architectural estimating. Topics include materials, equipment, and labor take-offs and an introduction to computer estimating. Upon completion, students will be able to do a quantity take-off of a building and determine the cost based on materials, equipment, and labor.						ce course
	Prerequisite: ARC 102 or employed in specialty						architectural
ARC 140—Computer Aided Drafting & Design		2	4	0	4		140—A
	This course introduces the student to the basics of computer-aided drafting and design. Topics include DOS, systems operation, disk initialization, CADD software, and other types of construction uses. Upon completion, students will be able to discuss the basic operation of a computer-aided drafting/design system and produce drawings using the system.						course
	Prerequisite: ARC 102 or knowledge of drafting techniques and processes						environmental
ARC 201—Architectural Drafting & Design IV		2	2	6		5	201—A
	This course is a continuation of ARC 103 and includes further development and refinement of working drawings skills. Topics include systems drafting and working drawings with emphasis on small commercial scale buildings. Upon completion, students will be able to develop a set of small commercial scale working drawings, part of which will be developed with CADD.						course
	Prerequisites: ARC 103 and 140						mechanical
ARC 202—Architectural Drafting & Design V		2	2	6		5	202—A
	This course is a continuation of ARC 201 and includes further development of working drawings skills. Topics include systems drafting and working drawings with emphasis on larger commercial scale buildings. Upon completion, students will be able to develop a set of larger commercial scale working drawings, with partial drawings being developed with CADD.						course
	Prerequisites: ARC 201						structural calculations
ARC 203—Architectural Drafting & Design VI		2	4	6		6	203—A
	The course is a continuation of ARC 202 and includes refinement of working drawing skills. Topics include systems drafting with emphasis on the completion of a full set of working drawings from design development concept sketches, with partial drawings being developed with CADD.						displays
	Prerequisite: ARC 202						use of lay
ARC 210—Project Seminar		1	6	0		4	210—A
	This course is advanced work to develop and complete a project in a specified area of architectural interest under the direction of the Department Chairperson. Emphasis is placed on individual work methods within the field of construction or architecture. Upon completion, students will be able to demonstrate problem solving ability within an architectural/construction context.						standard
	Prerequisites: ARC 140 and 202						displays
ARC 211—Architectural Presentations I		1	4	0		3	211—A
	This course is an introduction to basic architectural presentation methods. Topics include use of colored pencils, markers, pen and ink, and reprographics in aspect ratio design development drawings. Upon completion, students will be able to produce design development presentation drawings using colored pencils, markers, and pen and ink.						use of lay
	Prerequisite: ARC 103						standard
ARC 212—Architectural Presentations II		2	4	0		4	212—A
	This course is a continuation of ARC 211 and includes further presentation skills development. Topics include pen and ink perspectives, pen and ink illustrations, and mixed media. Upon completion, students will be able to prepare pen and ink perspectives from working drawings and will have a basic skill level with mixed media.						displays
	Prerequisite: ARC 211						use of lay

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
F 220—Portfolio	1	4	0	3
The course is designed to prepare the graduating student for employment in the architectural/construction fields. Emphasis is placed on preparation of the student's portfolio and resume. Upon completion, students will be able to exhibit architectural/construction skills through visual skills of drawing and delineation.				
Prerequisites: ARC 202 and 212				
F 221—Architectural Environmental Systems I	1	2	3	3
This course introduces the student to the interrelationship of architecture, engineering, and environment. Topics include heating/cooling of a building, energy calculations, water distribution, and water systems. Upon completion, students will be able to calculate heat loss/gain and produce a plumbing riser diagram and will have an understanding of various environmental systems.				
Prerequisite: ARC 201				
F 222—Architectural Environmental Systems II	1	2	3	3
This course is a continuation of ARC 221 and includes further development of mechanical systems knowledge. Topics include building electrical systems, lighting layout calculations, and air distribution systems. Upon completion, students will be able to lay out an electrical fixture layout drawing, calculate duct sizes, and layout standard duct system.				
Prerequisite: ARC 221				



AUTO BODY REPAIR AND AUTOMOTIVE MECHANICS

COURSE TITLE	Hours Per Week	Quar Hou	Class	Lab	Shop	Cred
AUT 1111—Auto Body Repair I	3	0	9	6		
Basic principles of automobile construction, design, and manufacturing. A thorough study of the requirements of a metal worker including the use of essential tools for forming sheet metal into angles and crowns and straightening simple damage. The student applies the basic principles of straightening, shrinking, filling, aligning and painting of damaged parts.						
Prerequisite: None						
AUT 1112—Auto Body Repair II	5	0	18	11		
Development of skills to shrink stretched metal filling and preparation of the metal for painting. Straightening of doors, hoods and deck lids; fitting and aligning of panels. Removal and replacement of outer panels, checking and straightening of damaged frames. Writing of estimates, pricing and ordering of parts and developing the final settlement with customer. Practice of spot repairs and complete repainting of vehicles.						
Prerequisites: AUT 1111, WLD 1101, MAT 1101, ENG 1101						
AUT 1113—Metal Finishing and Painting	6	0	21	13		
A continuation of all phases of instruction covered in AUT 1111 and AUT 1112, making the instruction as realistic as possible by making repairs and refinishing cars with actual collision damage. Special emphasis will be placed on paint products, techniques of use, color matching, and paint problems. Also included in this quarter is AUT 1113A, a course in automotive glass and trim.						
Prerequisites: AUT 1112, WLD 1105						
AUT 1113A—Metal Finishing & Painting	2	0	4	3		
Realistic auto body repair instruction will be given by making repairs and refinishing cars with actual collision damage. Special emphasis will be placed on paint products, techniques of use, color matching, and paint problems.						
AUT 1113B—Metal Finishing & Painting	2	0	4	3		
This course is a continuation of AUT 1113A.						
Prerequisite: AUT 1113A						
AUT 1113C—Metal Finishing and Painting	2	0	13	7		
Realistic auto body repair instruction will be given by making repairs and refinishing cars with actual collision damage. Special emphasis will be placed on paint products, techniques of use, color matching and paint problems.						
Prerequisite: AUT 1113B						
AUT 1114—Body Shop Applications	3	0	15	8		
General introduction and instruction in the automotive chassis and suspension systems, the methods of operation and control and the safety of the vehicle. Unit job applications covers straightening of frames and front end alignment. The student supplies all phases of training such as writing estimates, parts ordering, repairs, and refinishing of projects.						
Prerequisites: AUT 1113, AUT 1115, BUS 1103						
AUT 1115—Trim, Glass and Upholstery	1	0	6	3		
Familiarization of various methods of attaching and removing trim, glass, hardware. Instruction in proper installation and adjustment of door glasses, aligning and sealing windshields and rear glasses, stressing safety precautions. Instruction in materials and methods used for cleaning interior trim and upholstery. This course is taught in conjunction with AUT 1113.						
AUT 1123—Auto Body Appraisal & Estimating	3	0	9	6		
Provide a general knowledge of auto body estimating of damage, repair and replacement of parts and painting of repaired or replaced parts. Use of estimating forms, cost labor, parts and painting. Types of estimates required by insurance companies.						
Prerequisites: AUT 1111, AUT 1112, AUT 1114, AUT 1115						

COURSE TITLE	Hours Per Week				Quarter Hours Credit
	Class	Lab	Shop	Credit	
AUT 1123A—Auto Body Appraisal & Estimating	3	0	3	4	
Provides a general knowledge of auto body estimating of damage, repair and replacement of parts and painting of repaired or replaced parts; use of estimating forms, cost of labor, parts and painting; types of estimates required by insurance companies.					
AUT 1123B—Auto Body Appraisal & Estimating	0	0	6	2	
Continuation of AUT 1123A to include a further study of the general knowledge of auto body estimating of damage, repair and replacement of parts and painting of repaired or replaced parts; use of estimating forms, cost of labor, parts and painting; types of estimates required by insurance companies.					
Prerequisite: AUT 1123A					
PME 1101—Internal Combustion Engines	3	0	15	8	
Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Information on the basic principles of lines, views, dimensioning procedures and blueprint interpretation. Testing of engine performance; servicing and maintenance of pistons, valves, cams, and cam shafts, fuel and exhaust systems, cooling systems; proper lubrication, and methods of testing, diagnosing and repair.					
Prerequisite: None					
PME 1102—Engine Electrical and Fuel Systems	5	0	12	9	
A thorough study of the operation of automotive engine electrical and fuel systems, with emphasis placed on servicing and reading schematics and wiring diagrams, charts, instructional and service manuals on the battery, starting, charging, ignition, and accessory systems, carburetors, fuel pumps, and fuel injection. Also, a study of fuel characteristics, special tools, and testing equipment.					
Prerequisite: None					
PME 1102A—Engine Electrical and Fuel Systems	2	0	4	3	
A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools and testing equipment for the fuel and electrical systems.					
Prerequisite: PME 1102A					
PME 1102B—Engine Electrical and Fuel Systems	2	0	3	3	
A further study of electrical and fuel systems like HEI and solid-state ignition systems and feedback carburetors.					
Prerequisite: PME 1102A					
PME 1102C—Engine Electrical and Fuel Systems	1	0	5	3	
A study of circuit diagrams and EFI, PFI and throttle-body fuel injection.					
Prerequisite: PME 1102B					
M 1103—Preventative Maintenance & Safety Inspection	2	2	0	3	
A course designed to introduce the student to the automobile and the automotive work place. Shop safety and equipment use will be covered. Preventative maintenance as required by the various manufacturers will help train the student as well as make him/her more confident in the work place. North Carolina State Inspection requirements will also be covered.					
Prerequisite: None					
M 1104—Internal Combustion Engines I	2	4	0	4	
A study of the construction and theory of operation of the internal combustion engine. Use of shop equipment necessary to perform engine repair will be covered. A laboratory environment will be maintained during disassembly, measuring, re-manufacturing, and testing engines. Intake, exhaust, cylinder heads and valve train will be highlighted in this course.					
Prerequisite: None					

COURSE TITLE		Hours Per Week	Quar			
		Class	Lab	Shop	Hou	Cred
PME 1105—Internal Combustion Engines II		1	6	0	4	
A further study into the theory of operation of the internal combustion engine. Emphasis will be placed on cylinder block, pistons, and crankshaft re-manufacturing.						
Prerequisite: PME 1104						
PME 1106—Engine Electrical and Fuel Systems I		3	4	0	5	
An introduction and study of electrical theory with respect to the internal combustion engines and basic ignition systems. Also introduction and theory on basic fuel delivery systems.						
Prerequisite: None						
PME 1107—Engine Electrical and Fuel Systems II		2	4	0	4	
A further study into automotive electrical and fuel systems with emphasis placed on maintenance, overhaul, and trouble-shooting fuel and electrical problems. Electrical test equipment will be introduced at this time.						
Prerequisite: PME 1106						
PME 1120—Computer Controlled Fuel Systems		2	4	0	4	
This course is designed to introduce the student to a variety of electronic fuel systems using computerized controls. Electronic feed back carburetor, electronic fuel injected ported fuel injection, sequential fuel injection and throttle-body fuel injection will be covered. Students will learn servicing and trouble-shooting these various type systems.						
Prerequisites: PME 1106, 1107, 1228						
PME 1121—Braking Systems		3	0	3	4	
A complete study of various braking systems employed on automobiles and light trucks. Emphasis is placed on how they operate, proper adjustment and repair, safety factors involved.						
Prerequisite: None						
PME 1122—Automotive Power Train Systems		2	4	0	4	
Principles and functions of automotive power train systems; clutches, transmissions, transaxles, rear axle, differential and 4-wheel drive. Servicing, diagnosis and repair of power train systems will be covered.						
Prerequisite: None						
PME 1123—Automotive Chassis and Suspension		3	0	9	6	
Principles and functions of the components of automotive chassis. Practical instruction in adjusting and repairing of suspension, and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, front alignment, and safety factors involved.						
Prerequisite: None						
PME 1123A—Automotive Chassis and Suspension		2	0	4	3	
Principles and functions of the components of automotive chassis. Practical instruction in adjusting and repairing of suspension, springs, steering systems, steering linkage, front alignment, and safety factors involved.						
PME 1123B—Automotive Chassis and Suspension		1	0	5	3	
A continuation of the study into automotive chassis and suspension to include McPherson Strut service and rack and pinion repair.						
Prerequisite: PME 1123A						
PME 1124—Automotive Power Train Systems		3	0	12	7	
Principles and functions of automotive power train systems; clutches, transmissions, drive shaft assemblies, rear axles and differentials. Identification of troubleshooting, servicing, and repair.						
Prerequisite: None						

COURSE TITLE	Hours Per Week				Quarter Hours
	Class	Lab	Shop	Credit	
M 1125—Automotive Servicing I		3	0	9	6
	Emphasis is on the shop procedures necessary in "trouble-shooting" the various component systems of the automobile. "Trouble-shooting" of automotive systems provides a full range of experiences in testing, adjusting, repairing, and replacing components. A close simulation to an actual automotive shop situation will be maintained.				
	Prerequisites: PME 1102, PME 1123				
M 1125A—Automotive Servicing I	2	0	4	3	
	Emphasis is on the shop procedures necessary in "trouble-shooting" the various component systems of the automobile. "Trouble-shooting" of automotive systems provides a full range of experiences in testing, adjusting, repairing, and replacing components. A close simulation to an actual automotive shop situation will be maintained.				
M 1125B—Automotive Servicing I	1	0	5	3	
	Further study into automotive servicing and maintenance to develop sound automobile work habits.				
	Prerequisite: PME 1125A				
M 1126—Automotive Diesel Engines	3	0	6	5	
	Study of the construction and operation of automotive diesel engines. Characteristics of diesel fuel systems and electrical systems that differ from gasoline engines. Testing engine performance, servicing, maintenance and methods of diagnosing and repairing.				
	Prerequisites: PME 1101—Internal Combustion Engines and PME 1102—Engine Electrical and Fuel Systems OR one (1) year on the job training in the field.				
M 1127—Automotive Chassis and Suspension	2	4	0	4	
	Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, front alignment, and safety factors involved.				
	Prerequisite: None				
M 1130—Auto Dealer Co-op I	0	0	30	3	
	Auto Dealer Co-op will be infield service training with the sponsoring dealers. The student will have the ability to apply subject matter taught in previous quarters in an actual working environment.				
	Prerequisite: None				
M 1131—Auto Dealer Co-op II	0	0	30	3	
	Auto Dealer Co-op will be infield service training with the sponsoring dealers. The student will have the ability to apply subject matter taught in previous quarters in an actual working environment.				
	Prerequisite: PME 1130				
M 1132—Auto Dealer Co-op III	0	0	30	3	
	Auto Dealer Co-op will be infield service training with the sponsoring dealers. The student will have the ability to apply subject matter taught in previous quarters in an actual working environment.				
	Prerequisite: PME 1132				
M 1133—Auto Dealer Co-op IV	0	0	30	3	
	Auto Dealer Co-op will be infield service training with the sponsoring dealers. The student will have the ability to apply subject matter taught in previous quarters in an actual working environment.				
	Prerequisite: PME 1132				
M 1201—Automotive Electronics	3	2	0	4	
	Study of the theory of electronics and its application to the modern automobile, solid state, microprocessor, and computerized engine and chassis controls will be covered.				

COURSE TITLE	Hours Per Week				Quarters
	Class	Lab	Shop	Credit	
Computer monitor, scan tools and diagnostic tools will be covered. Prerequisite: PME 1106, 1107					
PME 1202—Auto Electrical/Electronics A thorough study of the theory and operation of various automobile electrical and systems. Maintenance and testing procedures, diagnosis and repair of all types of electrical/electronic components, especially the transistor circuits, found on modern automobile. Prerequisite: PME 1102	3	0	6	5	
PME 1202A—Automotive Electrical and Electronics A study of the theory and operation of various electrical units and systems. Test diagnosis and repair of electrical and electronic components used in the modern automobile. Prerequisite: None	2	0	4	3	
PME 1202B—Automotive Electrical and Electronics A further study of the theory and operation of electrical/electronics systems on the automotive field and diagnosis and repair of electrical/electronic components used in the modern automobile. Prerequisite: PME 1202A	1	0	2	2	
PME 1203—Automotive Engine Tune-Up This course is designed to provide depth in the understanding and use of various types of tune-up equipment. Emphasis is placed on gaining knowledge of the waveform of the oscilloscope and other units on the Tune-up Tester. Through proper use of tuning equipment, the student is expected to demonstrate his ability to diagnose malfunctions in ignition systems, cranking motors, and charging circuits. Prerequisite: PME 1102	4	0	12	8	
PME 1203A—Automotive Engine Tune-Up This course is designed to provide depth in the understanding and use of various types of tune-up equipment. Emphasis is placed on gaining knowledge of the waveform of the oscilloscope and other units on the Tune-up Tester. Through proper use of tuning equipment, the student is expected to demonstrate his ability to diagnose malfunctions in ignition systems, cranking motors, and charging circuits. Prerequisite: PME 1203A	2	0	4	3	
PME 1203B—Automotive Engine Tune-Up A further study into the use of the engine analyzers as a diagnostic tool, oscilloscope waveforms. Prerequisite: PME 1203A	2	0	3	3	
PME 1203C—Automotive Engine Tune-Up A further study with the Sun Interrogator Engine Analyzer and Computer testing of engine tune-up. Prerequisite: PME 1203B	0	0	5	2	
PME 1204—Engine Performance & Driveability This course is designed to use all the skills the student has gained from previous engine fuel and electrical/electronics courses in developing a technician who understands the needs and limits of the modern engine and can diagnose and repair problems related to the operation of the engine within the limits set by the manufacturer. Prerequisites: PME 1106, 1107, 1120, 1201, 1228	2	6	0	5	
PME 1221—Advanced Front Suspension, Alignment and Power Steering Theory of operation, correct disassembly and mounting of all front suspension types on various types of frames (car and light truck). A thorough understanding of the function and repair of steering gears (power and standard), shock absorbers, springs, wheels and tires, pumps, rams, etc. is gained. Theory and application of steering geometry, correct diagnosis of problems and use of the alignment and balancing equipment.	1	0	6	3	

COURSE TITLE	Hours Per Week				Quarter Hours
	Class	Lab	Shop	Credit	
machines; analysis and correction of tire wearing problems, vibrations, hard steering, pulling, etc. is experienced. Prerequisite: PME 1123					
M 1222—Advanced Suspension & Alignment An advanced course covering the use of optical and computerized alignment machines. Two-wheel, four-wheel and thrust line alignments will be covered. Additional training in four-wheel drive and four-wheel steering alignment problems will be covered. Prerequisite: PME 1122	2	6	0	5	
M 1224—Advanced Automatic Transmissions This course is designed to provide a measure of depth in the understanding of automatic transmissions. Instruction includes classroom study, demonstrations, and student participation in disassembly, reassembly, and testing of selected transmissions. Special emphasis is placed on principles function, construction, operation, servicing and "trouble-shooting" procedures, and repair of various types of automatic transmissions. Prerequisite: PME 1124	3	0	12	7	
M 1225—Advanced Automatic Transmissions A study of the theory of automatic transmission operation. Transmission hydraulic and electronic controls will be covered. Servicing, trouble-shooting and overhaul procedures will be covered in a laboratory environment. Prerequisite: PME 1122	2	6	0	5	
M 1226—Automotive Servicing II Emphasis is placed on "troubleshooting" and repairing the various component systems in vehicles provided for general repairs. The student is given in-depth experiences in diagnosis, testing, adjusting, repairing, and replacing component parts. Prerequisite: PME 1125	2	0	6	4	
M 1227—Emissions Control and Power Plant "trouble-shooting" This course will cover in depth the operation of the PCU System, exhaust emission control systems, evaporative emission control systems, scheduled maintenance operations. Also, the use of all test equipment involved in diagnosing emission control problems will be used by the student.	3	0	6	5	
M 1227A—Emissions Control and Power Plant "trouble-shooting" This course covers the operation of the PCU system, exhaust emission controls, evaporative emission control systems, maintenance and servicing, combustion process, use and effects. Prerequisite: None	2	0	3	3	
M 1227B—Emissions Control and Power Plant "trouble-shooting" Further study in automotive emission controls testing and trouble-shooting. Prerequisite: PME 1227A	1	0	3	2	
M 1228—Automotive Emission Systems A study of the theory of combustion, its by-products and its effects on our environment. This course will trace the history of automotive emission control devices and systems. So servicing and trouble-shooting current emission control systems will be covered in depth. Prerequisite: None	2	2	0	3	

BUSINESS

COURSE TITLE	Hours Per Week			Quar Hou Class	Cred
	5	0	0		
*BUS 101—Introduction to Business A survey of the types of business organizations with emphasis on financing, market, business law, and internal control and management. Prerequisite: None	5	0	0	5	
*BUS 102—Beginning Typewriting Introduction to the touch typewriting system with emphasis on correct typewriting techniques, mastery of the keyboard, copy placement upon the page, personal/business letters, and formatting/typing tables, centering problems, outlines, reports, postal cards and envelopes. Upon completion of the course, the student will be able to type 30 words per minute for five minutes with no more than five errors. Prerequisite: None	3	2	0	4	
*BUS 103—Intermediate Typewriting Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques and production skills. These skills and techniques are applied in styles of reports, business letters, including letters on odd-size stationery and two-page letters; open, ruled, and boxed tabulation; interoffice memorandums; other business forms. Upon completion of this course, the student will type at least 40 words per minute on straight copy for five minutes with a maximum of five errors. Prerequisite: BUS 102 (Student must have received at least a "C" in BUS 102)	3	2	0	4	
*BUS 104—Advanced Typewriting Emphasis on typing business forms, tables with special problems, employment test and typing integrated office projects: insurance, banking, travel, government, energy, electronics, legal, and medical. Upon completion of this course, the student will type at least 50 words a minute on straight copy material for five minutes with a maximum of 5 errors. Prerequisite: BUS 103 (Student must have received at least a "C" in BUS 103)	3	2	0	4	
*BUS 106—Beginning Shorthand A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases. Prerequisite: None	3	2	0	4	
*BUS 107—Intermediate Shorthand Continued study of theory with greater emphasis on dictation and transcription. Upon completion of the course, the student should be able to take new matter dictation for two minutes at a minimum of 60 words a minute with 95 percent accuracy. Prerequisites: BUS 106, BUS 102 (Students must have received at least a "C" in BUS 102 and BUS 106.)	3	2	0	4	
*BUS 108—Advanced Shorthand Theory and speed building. Emphasis on transcription at the typewriter and corrected copy. Upon completion of the course, the student should be able to take dictation of new material for two minutes at a minimum of 70 words a minute with 97 percent accuracy. Prerequisite: BUS 107 (Student must have received at least a "C" in BUS 107)	3	2	0	4	
BUS 110—Office Machines This course is designed to give students training in performing basic business machine functions on the electronic printing calculator. Mastery of the touch system of calculator operation is stressed. Prerequisite: None (It is recommended but not required that one take MAT 101, Business Math, prior to taking BUS 110.)	2	2	0	3	

*Approved for fulfilling degree requirements for college transfer

COURSE TITLE		Hours Per Week			Quarter Hours Credit
		Class	Lab	Shop	
BUS 112—Records Management		4	0	0	4
Records Management is a course designed to provide training in the area of records storage and control. Fundamental rules of alphabetic indexing are applied to cards and correspondence. The four basic correspondence filing systems—alphabetic, numeric, subject, and geographic will be taught.					
rerequisite: None					
BUS 115—Business Law I		5	0	0	5
A course designed to acquaint the student with certain fundamentals and principles of business law, including the nature and source of our legal system, contracts, sales, commercial paper.					
rerequisite: None					
BUS 116—Business Law II		5	0	0	5
Includes the study of laws pertaining to bailments, agency, partnerships, corporations, risk-bearing devices, real property and bankruptcy.					
rerequisite: BUS 115					
BUS 118—Secretarial Accounting		5	2	0	6
Secretarial Accounting is a course designed to give career secretaries proficient accounting skills necessary to perform the accounting cycle as encountered within personal service organizations. The course will include chapters and workbook exercises dealing with the accounting procedures, cash accounting, payroll accounting, and the entire accounting cycle as it applies to lawyers, doctors, and other personal services.					
rerequisite: None					
BUS 120—Principles of Accounting I		5	2	0	6
The study of the basic accounting concepts, with emphasis on the accounting cycle for single proprietorship. Preparation of journals, ledgers, work sheets, balance sheets, and income statements. Additional time will be devoted to receivables, interest, inventories, plant assets and depreciation, and payroll.					
rerequisite: MAT 110 or MAT 100, or equivalent					
BUS 121—Principles of Accounting II		5	2	0	6
The study of accounting principles as applied to partnerships and corporations and introduction to the basic accounting concepts of manufacturing accounting, cost accounting, statement of changes in financial position, interpretation of financial statements, responsibility accounting and budgeting.					
rerequisite: BUS 120					
BUS 123—Business Finance		5	0	0	5
The study of the sources and types of short-term and long-term financing available to sole proprietorships, partnerships, and corporations. Emphasis is placed on the business use of financial statements and ratio analysis, working capital management, profit planning and leverage, and capital budgeting techniques.					
rerequisite: BUS 121 or permission of instructor					
BUS 134—Personal Development		3	0	0	3
Personal development is designed to assist the modern secretary to recognize their attributes and abilities and to develop them to the fullest. In particular, it is designed to focus on the modern secretary's physical, intellectual, social, and emotional attributes and abilities in order that this may assist them in obtaining their goals.					
rerequisite: None					
BUS 183E—Terminology and Vocabulary		3	0	0	3
Develops an understanding of the terminology and vocabulary used in business, technical, and professional offices through the process of proofreading. In addition to approved for fulfilling degree requirements for college transfer					

COURSE TITLE		Hours Per Week	Quarter Hours	Class	Lab	Shop	Credit
	detecting and marking basic typographical errors, the student will detect and correct errors in spelling, word division, capitalization, punctuation, number expression, word choice and format.						
	Prerequisite: None						
BUS 183L—Legal Terminology and Vocabulary		3	0	0			3
	This course is designed to provide students with an understanding of how legal terminology and vocabulary is used in the practice of legal research, general law, court systems, litigation, civil law, criminal law, probate law, domestic relations, and alimony.						
	Prerequisite: None						
BUS 183M—Medical Terminology and Vocabulary		3	0	0			3
	To develop an understanding of medical work analysis; orientation to the body as a whole; common prefixes and suffixes; anatomical and physiology terminology, combining forms, pathological terminology, clinical procedures, laboratory tests and abbreviations and pronunciation of terms for the digestive, urinary, female and male reproductive systems.						
	Prerequisite: None						
BUS 191—Basic Word Processing		2	2	0			3
	This course is designed to provide students with training in keyboarding, editing, moving, formatting, merging, paginating and printing text in various types of business correspondence on the IBM Displaywriter and/or PRIME Minicomputer Word Processor.						
	Prerequisite: BUS 103 or equivalent						
BUS 204E—Technical Typewriting I		2	2	0			3
	Emphasis is placed on straight-copy speed improvement, accuracy, and proofreading skills. The student learns the techniques needed in planning and in typing units that closely resemble the work appropriate to the field of study. These units include a review of letter styles, tabulations, manuscripts, memorandums, and reports. Students will work from a simulation.						
	Prerequisite: BUS 104 (Student must have received at least a "C" in BUS 104.)						
BUS 204L—Technical Typewriting I		2	2	0			3
	The legal secretary is introduced to the preparation of various types of client and attorney documents. Emphasis is placed on proper preparation, increased speed, improved proofreading and a review of legal terminology. Included are litigations and family law. Special emphasis is placed on procedures followed in North Carolina.						
	Prerequisite: BUS 104, BUS 183L (Student must have received at least a "C" in BUS 104 and BUS 183L.)						
BUS 204M—Technical Typewriting I		2	2	0			3
	The medical secretary is introduced to the completion of various types of material in the medical field. Among these are Patient Records and Ledgers, Insurance forms, Pre-admission and Admission forms, Transfer forms and Hospital Service Analysis. Emphasis will be placed on the accuracy of terminology and speed in completing forms.						
	Prerequisite: BUS 104, BUS 183M, BUS 284M (Student must have received at least a "C" in BUS 104, BUS 183M, and BUS 284M.)						
BUS 205E—Technical Typewriting II		2	2	0			3
	This course is a continuation of BUS 204E. It is designed to emphasize the development of accuracy, proofreading skills, and mailability of completed work. Techniques needed in planning and in typing units that closely resemble the work appropriate to the field of study will be stressed. These units include a review of letter formats, statistics, tabulations, reports, manuscripts, memorandums, and composition. Students will work from a simulation.						
	Prerequisites: BUS 204E (Student must have received at least a "C" in BUS 204E.)						

COURSE TITLE	Hours Per Week				Quarter
	Class	Lab	Shop	Credit	Hours
BUS 205L—Technical Typewriting II	2	2	0	3	
This is a continuation of BUS 204L. Emphasis is placed on using legal terminology, speed and accuracy in completing legal documents. The documents included are those dealing with wills and probate, real estate, bankruptcy and business organizations. Stress is placed on the procedures followed in North Carolina.					
Prerequisite: BUS 204L.					
BUS 205M—Medical Insurance Billing	2	2	0	3	
This course is specifically designed for medical secretarial students in that it develops knowledge relating to health insurance preparation and typing. Topics such as the following are covered: insurance terminology; handling insurance forms and claims involving Blue Cross Blue Shield, Worker's Compensation, the Universal Health Claim, Medicare Medicaid, and CHAMPUS; using the CPT-4, ICDM-9-CM, and Worker's Compensation Code Books.					
Prerequisites: BUS 183M, BUS 284M					
BUS 206E,L,M—Dictation, Transcription and Word Processing	3	2	0	4	
Develops the skill of taking rapid dictation from familiar and unfamiliar material at a minimum speed of 80 words per minute for 2-3 minutes. Develops the English, shorthand, and proofreading skills necessary for taking and transcribing mailable documents.					
Prerequisites: BUS 108 (Student must have received at least a "C" in BUS 108.)					
BUS 211—Office Procedures	3	2	0	4	
Designed to acquaint the student with new technology, skills and knowledge needed in office careers. The course is divided into four areas of study: overview of the electronic office, information processing technology and procedures, administrative support functions and management and career development.					
Prerequisite: BUS 103 (Student must have received at least a "C" in BUS 103.)					
BUS 212E—Transcription Machines I and Word Processing	2	2	0	3	
This course is designed to give students training in effectively operating transcribing and word processing equipment. Students will also develop skills in proofreading, grammar, word usage, and spelling in order to transcribe mailable documents.					
Prerequisite: BUS 104 (Student must have received "C" in BUS 104.)					
BUS 212L—Legal Transcription Machines I and Word Processing	2	2	0	3	
Students will receive training in the operation of the transcription and word processing equipment. Legal materials will be transcribed on the IBM Displaywriter and the PRIME minicomputer. The areas of law covered include general law, corporate law and litigations. Upon completion of this course, the student will transcribe at a minimum rate of 21 wpm.					
Prerequisites: BUS 104L, BUS 183L. Student should be currently enrolled in BUS 04L. (Student must have received at least a "C" in BUS 104 and BUS 183L.)					
BUS 212M—Medical Transcription Machines I and Word Processing	2	2	0	3	
Students will receive training in the operation of transcription and word processing equipment. Various types of medical material including case histories, admission and discharge reports, radiology reports, lab reports and autopsy reports, will be transcribed on the IBM Displaywriter, and the PRIME minicomputer. The areas of medicine covered are obstetrics, cardiology, general surgery, and laboratory reports. Upon completion of this course, the student will transcribe at a minimum rate of 21 wpm.					
Prerequisites: BUS 284M, BUS 205M. The student should be currently enrolled in BUS 204M. (Student must have received at least a "C" in BUS 284M.)					

COURSE TITLE		Hours Per Week	Quar.	Hou.	
		Class	Lab	Shop	Cred
BUS 213E—Transcription Machines II and Word Processing		2	2	0	3
This course is a continuation of BUS 212E. Students will refine their proficiency with transcribing and word processing equipment. Continued emphasis will be placed on the English and proofreading skills which are necessary to produce mailable documents.	Prerequisite: Bus 212 (Student must have received at least a "C" in BUS 212.)				
BUS 213L—Legal Transcription Machines II and Word Processing		2	2	0	3
This is a continuation of BUS 212L. Students will continue their training on electronic transcription and word processing equipment. Legal material to be transcribed includes estates, wills and probate, criminal law and family law. Upon completion of this course, students will transcribe at a minimum rate of 30 wpm.	Prerequisites: BUS 212L (Student must have received at least a "C" in BUS 212.)				
BUS 213M—Medical Transcription Machines II and Word Processing		2	2	0	3
This is a continuation of BUS 212M. The students will continue their training of electronic transcribing and word processing equipment. Medical material to be transcribed include case histories, operative reports, and patient profiles. Upon completion of this course, students will transcribe at a minimum rate of 30 wpm.	Prerequisites: BUS 212M (Student must have received at least a "C" in BUS 212.)				
BUS 214E,L—Office Simulation		3	2	0	4
Office Simulation is designed to incorporate varied stenographic and academic skills in a simulated environment conducive to modern office practices and procedures. Higher level skills will be emphasized, but primary attention will be given to the development of such qualities as initiative, judgment, and the ability to reorganize and plan work in order to meet deadlines. A series of projects will be given in which facts must be located and decisions made on how best to utilize them. Resumes, job application letters, and interview techniques will be taught. Students will be required to research current trends and issues in the secretarial profession for class presentation.	Prerequisites: BUS 211, BUS 204, BUS 206 (Student must have received at least a "C" in BUS 211, BUS 204, and BUS 206.)				
BUS 214M—Medical Office Simulation		3	2	0	4
The administrative role of a medical secretary is stressed through topics such as the following: medical ethics; malpractice; scheduling appointments; handling patients; keeping appropriate patient records, including pegboard billing and collection procedures, and management responsibilities. Emphasis is on organizing materials, making decisions, setting priorities, communication skills, and human relations.	Prerequisites: BUS 211, BUS 204, BUS 206 (Student must have received at least a "C" in BUS 211, BUS 204, BUS 206.)				
BUS 216—Office Practicum		3	12	0	7
This course includes on-the-job experience and classroom instruction. Students are assigned to work in an office for 132 hours. Application of skills and knowledge mastered in the office will be stressed. Three hours of classroom instruction each week will be devoted to development of resumes, letters of application, job interview skills, human relations knowledge, letter composition, and proofreading skills.	Prerequisites: BUS 211 (Student must have received at least a "C" in BUS 211.)				
BUS 219—Credit Procedures		3	0	0	3
A survey of consumer and commercial credit principles and practices with emphasis on the management and analysis of credit, the procedures involved in the extension of credit, the techniques used in the collection process, and the legal aspects of debtor-creditor relationship.	Prerequisite: None				

COURSE TITLE	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit
E S 220—Recordkeeping I	5	2	0	6
Recordkeeping I is a course designed to give general office technology secretaries proficient recordkeeping skills necessary to perform the accounting cycle as encountered within personal service organizations. This includes journalizing, posting, preparing financial reports, recording petty cash transactions and preparing payroll records.				
Prerequisite: None				
E S 221—Recordkeeping II	5	2	0	6
Recordkeeping II is a course designed to give general office technology secretaries proficient recordkeeping skills necessary to perform the accounting cycle as encountered within merchandising organizations. This includes the use of the combination journal, purchases journal, sales journal, accounts payable, accounts receivable, returns and allowances, notes payable and receivable, inventory adjustment, the work sheet, and adjusting and closing entries.				
Prerequisite: BUS 220				
B S 222—Intermediate Accounting I	5	0	0	5
A study of the concepts, principles, and practices underlying the preparation and presentation of financial statements. Emphasis is placed on the theoretical foundations of financial accounting and reporting, a review of basic financial statements, the concepts of present and future value, and a study of Generally Accepted Accounting Principles as they relate to the various current asset and current liability accounts.				
Prerequisite: BUS 121				
B S 223—Intermediate Accounting II	5	0	0	5
A continuation of BUS 222. Emphasis is placed on a study of Generally Accepted Accounting Principles as they apply to long-term liabilities, operational assets, stockholder's equity, long-term debt and equity securities investments, the statement of changes in financial position, and accounting changes and error corrections.				
Prerequisite: BUS 222				
B S 224—Intermediate Accounting III	5	0	0	5
A continuation of the study of the concepts, principles, and practices underlying the preparation and presentation of financial statements. Emphasis is placed on investments in securities and funds, revenue recognition, income taxes, pensions, leases, accounting changes, statement of changes in financial position, price level adjustments, financial statements analysis, and disclosure.				
Prerequisite: BUS 223				
B S 226—Cost Accounting	5	0	0	5
A study of accounting for the manufacture of products. Emphasis is placed on cost concepts, uses, and applications and the design and operation of the cost accounting system; departmentalization, responsibility accounting and reporting and preparation of operating budgets; job order; process cost; and standard cost systems; and cost analysis for decision making.				
Prerequisite: BUS 121				
B S 229—Taxes I	5	0	0	5
A study of payroll and individual taxes is made at the federal and state level.				
Prerequisite: None				
B S 230—Taxes II	5	0	0	5
A study of the taxation of sole proprietorships, partnerships, and corporations; and special tax problems.				
Prerequisites: BUS 229 or permission of instructor				
Corequisite: BUS 121 (BUS 221 for secretarial students) or permission of instructor				

COURSE TITLE	Hours Per Week	Quar	Hou:	
	Class	Lab	Shop	Cred
BUS 232—Sales Development	3	0	0	3
A practical and theoretical study of the techniques of making a sale. Emphasis is placed on planning, presenting, and closing the sale. Role playing and simulations are integral parts of this course.				
Prerequisite: None				
BUS 235—Business Management	5	0	0	5
A study of the principles of business management, including the major functions of planning, organizing, staffing, directing and controlling. Students apply the decision-making process in analyzing and resolving management problems. Case studies and computer simulations are used.				
Prerequisite: Sophomore standing or permission of instructor. This course is not an elective for secretarial students.				
BUS 239—Marketing	5	0	0	5
A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process.				
Prerequisite: BUS 101, ECO 201				
BUS 243—Advertising	3	2	0	4
The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals, product and market research; selection of media; means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media and producing a TV ad.				
Prerequisites: BUS 239 or BUS 245 or permission of instructor.				
BUS 245—Retailing	3	0	0	3
A study of the role of retailing in the economy including development of present retail structure, functions performed, principles governing effective operation and management problems resulting from current economic and social trends.				
Prerequisite: None				
BUS 249—Retail Merchandising Management	3	0	0	3
A study of the merchandising function with emphasis on what-to-buy, when-to-buy, and how-much-to-buy. The psychology of dealing with customers, vendor relations, planning the merchandise assortment, stock control and pricing are also studied.				
Prerequisites: BUS 245 or BUS 239 or the instructor's permission				
BUS 260—Commercial Display and Design I	2	2	0	3
An introduction to basic layouts and design of commercial displays. Source studies and related texts discussing such design as needed by retail stores, banks, restaurants, and various offices, specifying equipment and fixtures required. Displays preparation.				
Prerequisite: BUS 245 or BUS 239 or permission of instructor				
BUS 262—Fashion in Retailing	3	0	0	3
This course acquaints the student with the relationship between fashion and retailing. Areas of study include characteristics of styles, fashion trends, coordination; application of color and design analysis, and management problems. Case studies are used.				
Prerequisite: BUS 245 or BUS 239 or permission of instructor				
BUS 268—Marketing and Retailing Internship	1	9	0	4
This course contains as a minimum of 110 hours of approved on-the-job work experience related to marketing and retailing jobs. Individual arrangements may be made on a different time basis as approved by the advisor. The employer and the type of work experience must be approved by the advisor. Each student will conduct and make a written report on a practical project related to his internship.				
Prerequisites: BUS 249 and BUS 260, BUS 262 or permission of instructor				

CURSE TITLE	Hours Per Week				Quarter Hours
	Class	Lab	Shop	Credit	
B S 269—Auditing	5	0	0	5	
An introduction to Auditing Standards and Procedures, with emphasis placed on auditing professionalism, the general technology of auditing, audit program applications, and audit reporting obligations.					
Prerequisite: BUS 223					
B S 272—Principles of Supervision	3	0	0	3	
Introduces the basic responsibilities and duties of the supervisor and his/her relationship to superiors, subordinates, and associates. Emphasis is placed on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.					
Prerequisite: None					
B S 284M—Medical Terminology and Vocabulary	3	0	0	3	
Further development of the understanding of anatomical and physiological terminology, combining forms, pathological terminology, clinical procedures, laboratory tests and abbreviations, and pronunciation of terms of the nervous, cardiovascular, respiratory, blood and lymphatic, musculoskeletal, integumentary, endocrine systems and sense organs—eye and ear.					
Prerequisite: BUS 183M or permission of instructor.					
B S 1103—Small Business Operations	3	0	0	3	
An introduction to the business law, business forms and records, financial problems, ordering and inventorying, layouts of equipment and offices, methods of improving business, and employer-employee relations.					
Prerequisite: None					
B S 1105—Industrial Organizations	3	0	0	3	
Methods, techniques and practices of modern management in planning, organizing, and controlling operations of a manufacturing concern. Introduction to the competitive system and the factors constituting product cost.					
Prerequisite: None					
ECO 108—Consumer Economics	3	0	0	3	
This course is designed to help students become more informed about buying goods and services in the American marketplace. Money management and consumer rights, responsibilities, and issues are discussed.					
Prerequisite: None					
ECO 201—Principles of Economics I	3	0	0	3	
This course is a study of our market oriented economic system. Primary emphasis is placed on market theory, supply and demand analysis, price determination, and production costs.					
Prerequisite: None					
ECO 202—Principles of Economics II	3	0	0	3	
A continuation of ECO 201 with emphasis on the theory of the individual firm, including perfect and imperfect competition, resource allocation and capital decisions.					
Prerequisite: ECO 201					
ECO 203—Principles of Economics III	3	0	0	3	
This course is a study of our national income determination, fiscal and monetary policies, and the role of our central banking system.					
Prerequisite: ECO 201 and ECO 202					
ECO 1105—Economics	3	0	0	3	
Designed to help the student understand present day economic problems. Topics include: production, consumption, exchange and distribution, money and credit, business fluctuations, labor and management relations, and challenges to our system of free enterprise.					
Prerequisite: None					

BUSINESS COMPUTER PROGRAMMING

COURSE TITLE		Hours Per Week	Quart		
		Class	Lab	Shop	Cred
BCP 102—Programming (for Electronics)		3	2	0	4
To provide a study of a microcomputer and its use as a tool for solving technical problems in electronics. The student will learn to operate a microcomputer and will learn to write programs for passive and active electronic devices using matrix computation arrays, logical and string operations. The techniques of file storage and numerical analysis will be studied and the formatting of output for tables, graphs and plots for video and printer will be presented. (Not for BCP majors)					
Prerequisites: ELC 113 and ELN 121					
Corequisites: ELC 114 and ELN 122					
*BCP 104—Introduction to Data Processing		4	2	0	5
This course will develop an understanding of what computers can and cannot do, how they are used, and their impact on society. Some in-depth instruction will be given in how a computer stores and retrieves data and the use of various input and output media and devices. Several computer systems will be discussed. No programming will be covered.					
Prerequisite: None					
BCP 106—Programming Concepts I		4	2	0	5
A beginning course in the use of computers. Topics will include problem definition, formulation of algorithms, and the coding of the solutions. Instruction includes: input and output statements, assignment and control statements, and arrays.					
Prerequisite: None					
BCP 107—Programming Concepts II		4	2	0	5
An advanced course in understanding algorithms, programs and computers. Topics will include: program specification, design, coding, and testing. Instruction includes multidimensional arrays, function and subroutines.					
Prerequisites: BCP 104, BCP 106					
BCP 109—Desktop Computers		1	2	0	2
To provide an introduction to microcomputers. The student will learn to operate and use basic commands of the microcomputer. Emphasis will be placed on practical applications.					
Prerequisite: None					
BCP 116—Microcomputer Applications For Health Careers		1	2	0	2
An introduction to the use of microcomputers and health-oriented microcomputer software. Topics include: hardware components, operating system, commands for processing and software specific for the medical and dental professions. (Not for BCP majors)					
Prerequisite: None					
*BCP 204—Introduction to Data Processing - Microcomputer Applications		3	2	0	4
An overview of the field of electronic data processing. Major topics include historical development; basic input-output operations; flowcharting; microcomputer operations including use of disks and disk drives, loading and running programs from disk drives and introduction to the BASIC Programming Language. (Not for BCP majors)					
Prerequisites: None					
BCP 205—BASIC Programming for Business		3	2	0	4
This course introduces the student to the BASIC Programming Language. The student is taught to program business applications in BASIC using microcomputers. Commands to be covered include: READ, DATA, IF THE, ELSE, FOR NEXT, GOSUB. In addition, handling of arrays and menus will be covered. (Not for BCP majors)					
Prerequisites: BCP 204 or permission of the instructor.					

*Approved for fulfilling degree requirements for college transfer

COURSE TITLE		Hours Per Week				Quarter Hours
		Class	Lab	Shop	Credit	
BCP 206—Introduction to COBOL		4	2	0	5	
	A detailed study of structured program design using COBOL. Topics include: input/output, addition, subtraction, division, multiplication, the Compute verb, report editing, alternative statements (IF, nested IF, case structure). Single and multiple level control breaks, and table lookup and searching.					
	Prerequisite: BCP 107					
BCP 207—Intermediate COBOL		4	2	0	5	
	A continuation of Introduction to COBOL, this course provides instruction in table handling, sorting and searching techniques, and the sort feature. Multiple level controls breaks, Data Manipulator and Sequential files. Prerequisite: BCP 206					
BCP 208—Advanced COBOL		4	2	0	5	
	A continuation of Intermediate COBOL, this course provides instruction in file processing, the REPORT WRITER feature and MIDAPLUS. Programming emphasis is on a major project.					
	Prerequisite: BCP 207					
BCP 215—Operating Systems		4	2	0	5	
	A generalized study of operating systems including the evolution of operating systems, methods of process management, methods of internal storage management, and methods of device and file management. CPL (Control Processor Language) for the PRIME 450 is taught as an example of an operating system language.					
	Prerequisite: BCP 107					
BCP 216—Microcomputer Applications		4	2	0	5	
	An introduction to the use of microcomputers and business-oriented microcomputer software. Topics include: hardware components, operating system, commands word processing, electronic spreadsheets, database management, and graphics packages.					
	Prerequisite: None					
BCP 218—Microcomputer Programming		3	4	0	5	
	An introduction to BASIC programming, with emphasis on interactive business applications. Topics include: input/output statements (FOR-NEXT, IF THEN, GOTO), subprograms, arrays, file processing (sequential, random access), graphics.					
	Prerequisites: BCP 107, BCP 216					
BCP 219—Database Management		4	2	0	5	
	An introduction to file processing and the structure of databases. Topics include: basic concepts of (1) file storage and organization (sequential, direct and indexed sequential files); (2) major database structures: CODASYL - tree and network; relational; and (3) ML's - SQL (relational) and DL/1 (tree).					
	Prerequisite: BCP 208					
BCP 220—Introduction to Systems Analysis		3	4	0	5	
	This course introduces the student to who a system analyst is and what he does. Topics covered include tools of system analysis, file design, controls and security, and feasibility studies. Management information systems, system implementation, and application packages also will be covered.					
	Prerequisite: BCP 208					
BCP 224—Introduction to RPG II		4	2	0	5	
	This course introduces the student to the RPG II Programming language. Topics covered include Report Headings, all calculations, multiple record concepts, MOVE operation, control breaks, compare, looping, exception, and Internal Subroutines.					
	Prerequisite: BCP 107, BCP 215					
BCP 225— Advanced RPG II		4	2	0	5	
	Extensive programming practice in advanced RPG Programming introducing the student to Sequential, ISAM, and Direct file processing. Array processing and interactive processing are also covered.					
	Prerequisite: BCP 224					

COSMETOLOGY

COURSE TITLE	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit
COS 1101—Introduction to Cosmetology Theory	3	0	0	3
This course introduces the student to the scientific study of skin and hair and methods of hair removal. Emphasis is placed on how the skin and hair are produced by the body and the layers and care of each. Upon completion, students will be able to describe the skin and hair and tell how the diet affects each.				
Prerequisite: None				
COS 1102—Mannequin Practice	1	0	33	12
This course will enable the student to acquire a basic knowledge in hair styling, shaping, permanent waving, and scalp treatments. Emphasis is placed on demonstrating practical hairstyling skills along with shampooing, manicures, scalp treatments, and skin care. Upon completion, students will be able to set a basic hair style correctly, perform manicures, do a basic cut, wrap permanent waves, and give scalp treatments.				
Prerequisite: Student must understand the basic theory in each area prior to performing services on patrons.				
COS 1103—Cosmetology Theory I	4	0	0	4
This course is designed to teach the basic theory of permanent waving, hair cutting, hair color, manicures, and facials. Emphasis is placed on the chemistry of permanent waves, hair color, manicures and facials, and cosmetics in relation to hair and skin chemistry. Upon completion, students will be able to explain the relation of hair and skin to the products used in perming, coloring, manicuring, and skin care.				
Prerequisite: COS 1101				
COS 1104—Cosmetology Skills I	2	0	30	12
This course is a continuation and application of practical skills learned in COS 1103 along with advanced skills in permanent waving and hair color. Emphasis is placed on participation by the student on live models by performing permanent waves and hair color. Upon completion, students will be able to do a basic cut and set in several styles, give a professional facial and manicure, permanent wave, and virgin tint.				
Prerequisite: COS 1103				
COS 1105—Cosmetology Theory II	3	0	0	3
This course is designed to provide theory in grooming, personal hygiene, and law and ethics pertaining to cosmetology. Topics include hair and disorders of the scalp and hair, hair cutting, hair styling, chemical relaxing, nail disorders, and cosmetology chemistry. Upon completion, students will be able to explain the basic principles of scalp and hair care and the chemistry of relaxers.				
Prerequisite: COS 1104				
COS 1106—Cosmetology Skills II	1	0	33	12
This course is a continuation and application of practical skills learned in COS 1104 and COS 1105. Emphasis is placed on advanced techniques and professionalism. Upon completion, students will be able to master techniques learned and be able to relate to patrons in a professional manner.				
Prerequisite: COS 1105				
COS 1107—Advanced Cosmetology Theory	4	0	0	4
This course is designed to introduce the student to the theory of superfluous hair removal, skin disorders, electricity and light therapy, and salon management. Emphasis is placed on reviewing theory in 1101, 1103, and 1105 and state board preparation. Upon completion, students will be able to explain their knowledge of hair removal.				

COURSE TITLE	Hours Per Week				Quarter Hours
	Class	Lab	Shop	Credit	
lls, skin, electricity, salon management, and can pass the state board exam. Prerequisite: Student must have completed all required practical skills necessary to enter into 1107.					
COS 1108—Advanced Cosmetology Practice 1 0 24 9					
This course is a continuation and application of practical skills learned in COS 1102, 1104, and 1106. Emphasis is placed on mastering techniques and professionalism. Upon completion, students will be able to perform any service related to cosmetology in a professional manner with patron satisfaction. Prerequisites: COS 1101-1107					



CRIMINAL JUSTICE

COURSE TITLE	Hours Per Week			Quarter Hours Class
	Class	Lab	Shop	
CJC 101—Introduction to the Administration of Justice	5	0	0	5
A study of the overall system of administering justice from its early historical development to its evolution within the US; identification of various sub-systems and components - law enforcement courts, corrections and private agencies; their role and expectations and interrelationships; basic premises of crime, civil liability, punishment, compensation, and correction; education and training elements and ethical standards for professionalism within the system.				
Prerequisite: None				
CJC 102—Introduction to Criminology	5	0	0	5
Primary emphasis will be placed on theories and factors attributing to criminal behavior and the effects of that behavior on society. An overview of the different crimes will be presented to promote understanding of the causes and effects of crime. An overview of past and contemporary penal and correctional measures will also be given.				
Prerequisite: None				
CJC 103—Introduction to Corrections	5	0	0	5
This course includes the history of criminal corrections in the United States; analysis of the crime problem; identification of the correctional client; correctional methods used in the United States; and emphasizes correctional goals in the criminal justice system.				
Prerequisite: None				
CJC 104—Introduction to Security	3	0	0	3
A study of the nature and scope of private security forces in protecting industry, retail business and educational institutions. The basic principles of physical security, intellectual theft protection, defensive system design, and safety will be discussed. An examination will be made of the relationships between private security agencies and public law enforcement organizations. Career opportunities will be discussed.				
Prerequisite: None				
CJC 110—Juvenile Delinquency	3	0	0	3
An introduction to the cause and treatment of juvenile delinquency. The organization, functions, and jurisdictions of juvenile agencies; the processing and detention of juveniles, juvenile case dispositions, juvenile status, and court in delinquency control will be studied.				
Prerequisite: None				
CJC 113—Identification Techniques	3	0	0	3
An overview of various identification techniques will be presented. The fundamentals of the process of fingerprinting from rolling, discovery of latents, classifying, comparing and court room presentation will be discussed to understand the most frequently used identification procedure in use.				
Prerequisite: None				
CJC 115—Criminal Law I	3	0	0	3
An examination of the historical development, philosophy, nature, societal purpose and principles of substantive criminal law. A basic concept of law as a social force and an appreciation of the parameters of criminal justice response, with emphasis on criminal capacity; inchoate crimes; justification and defenses.				
Prerequisite: None				

CURSE TITLE	Hours Per Week				Quarter Hours
	Class	Lab	Shop	Credit	
CJ 116—Criminal Law II A continuation of Criminal Law I focusing on classification of crime, substantive crime; elements of crime; and punitive sanctions. Prerequisite: CJC 115	3	0	0	3	
CJ 202—Criminal Justice and the Community The study of the problem the criminal justice system has in its relationship with the community they serve. The course will survey existing programs and explore methods of developing successful criminal justice-community relationships. Prerequisite: None	3	0	0	3	
CJ 209—Interviews and Interrogations This course presents a concentrated familiarization with basic and special techniques employed in criminal justice agencies are given. Proficiency is developed by the student in interrogation techniques through lab practice. Prerequisite: None	3	2	0	4	
CJ 210—Fundamentals of Investigation I This course introduces the student to the fundamentals of investigation; gathering, compiling, and the assembling of data for use by the prosecutor and attorneys in criminal and civil cases; investigative planning, techniques, and methodology, developing leads, locating witnesses, including expert witnesses, and evaluating evidence and determining its sufficiency and admissibility; crime scene search and sketching, investigative report writing; and the investigation of specific criminal offenses and civil wrongs such as assaults, sexual assaults, larceny, fraud, robbery, burglary, homicide, wrongful death, motor vehicle, and products liability. Prerequisite: None	3	2	0	4	
CJ 211—Fundamentals of Investigation II Reconstruction of chronological sequence of events as to who, how, if and when a crime was committed. Evaluation, comparison, and processing of evidence. Obtaining testimonial evidence and its interaction with real evidence. Other areas of study will include Forensic Photography, Traffic Investigation, questioned documents, casts and molds, firearms, polygraphs, and suspicious death. Additionally quasi accepted investigative techniques will be discussed. Prerequisite: CJ 210	3	2	0	4	
CJ 220—Criminal Justice Organization and Administration Study of the principles of administration and management and their application in the criminal justice agencies. Emphasis is placed on budgeting and fiscal control, recruitment, staff development, public relations and critical aspects of the decision-making process. Prerequisite: None	3	0	0	3	
CJ 221—Criminal Justice Supervision Introduces the basic responsibilities and duties of the supervisor in a criminal justice agency. The relationships with subordinates and superiors are analyzed. Emphasis placed on securing an effective work force and accomplishing organizational goals. Methods of supervision are analyzed. Students perform progress, disciplinary, and exit interviews. Deployment and staffing assignments will be conducted. Prerequisite: None	3	2	0	4	
CJ 222—Police Operations An overview of the theories, principles, and techniques of patrol operation. Consideration to the stress placed upon the patrol operative and his family. Study of principles of intervening in domestic and public quarrels, effectively dealing with	5	0	0	5	

COURSE TITLE	Hours Per Week			Quar-
	Class	Lab	Shop	Hou

emotionally unbalanced and hostile persons, hostage situations, the recognition of hazards and potential danger to the operative and the public.

Prerequisite: CJC 101

CJC 225—Criminal Procedure

3 0 0 3

This course is designed to provide the students with the review of the procedures involved from the criminal incident to final disposition, including appeals to higher courts. The police, courts, and corrections functions in the criminal justice system are included.

Prerequisite: None

CJC 240—Officer Survival & Apprehension Tactics 3 2 0 4

This course is designed to review officer survival during and after approaches and apprehensions conducted with the public. Topics include the profile of the offender, armed and unarmed weaponry of officer and offender, apprehension techniques, use of deadly force, building searches, field interrogation, stress as the enemy of the officer, and stress reduction and counseling. Instruction will be given in the use of the baton, handcuffs, and in defensive tactics used in the handling of arrested persons.

Prerequisite: Permission of the instructor

CJC 250—Criminal Justice Internship

0 10 0 1

This program is designed to provide hands-on experience to augment the philosophical and theoretical aspects of instruction received in the classroom. The broadening experience gained through interning will facilitate the entry of the student into criminal justice work. The student is provided opportunity to test and evaluate subjective and objective ideas in a practical setting. Enhanced employment opportunity is extended to the student through the interning medium.

Prerequisite: Permission of instructor and completion of 45 quarter hours in the Criminal Justice program including CJJC 101 and CJJC 115.

PSC 251—Basic Law Enforcement Training (BLET) 14 8 26 23

This course contains all required studies for certification as a law enforcement officer as prescribed in the State of North Carolina basic training certification standards. An overall view of the criminal justice system, criminal law, motor vehicle law, and police procedures are covered. All credits are earned through successful completion of the basic law enforcement training school.

Prerequisite: Employment in, or sponsorship by a law enforcement agency. A graduate must be 20 years of age before taking the state certification exam.



DENTAL EDUCATION

COURSE TITLE	Hours Per Week				Quarter Hours Class Lab Clinic Credit
	Hours	Class	Lab	Clinic	
DEN 101—Dental Anatomy	3	0	0	3	
his course is designed to familiarize the dental hygiene student with all phases of dental anatomy including structures of the mouth, tooth morphology, eruption and exfoliation of primary and permanent teeth, histology, embryology, normal periodontology, and occlusion.					
rerequisite: None					
DEN 102—Head and Neck Anatomy	3	0	0	3	
his course is designed to familiarize the dental hygiene student with the normal structures of the head and neck. Emphasis is placed on the bones of the skull, muscles of the face, the nervous system, blood supply, salivary glands, anatomy of injections, and normal anatomical features of the oral cavity.					
rerequisite: DEN 101					
DEN 111—Preclinical Dental Hygiene I	3	9	0	6	
composite course designed to acquaint the first year students with the professional responsibilities of the hygienist and her relationship to the dental health team. Principles and procedures of oral prophylaxis will be introduced with repetitive practice in the dental mannequin and student partners. Proper instrumentation, fulcrum position, sterilization and storage of instruments, taking medical histories, and recognizing various deposits in the mouth will be emphasized.					
rerequisite: None					
DEN 112—Preclinical Dental Hygiene II	2	9	0	5	
Further development of skills in manipulating instruments and materials used in oral prophylaxis and application of clinic procedures at the chair. The principles of patient education, charting existing oral conditions, oral inspection and applying fluoride will be emphasized.					
rerequisite: DEN 111					
DEN 113—Clinical Dental Hygiene I	2	0	9	5	
continuation of DEN 112 with emphasis on handling the patient with special problems. Use of dental appliances, writing a treatment plan, applying topical anesthetics and desensitizers and sharpening instruments will be taught.					
rerequisite: DEN 112					
DEN 121—General and Oral Pathology	4	0	0	4	
This course is designed to acquaint the dental hygiene student with the basic principles of oral and general pathology with emphasis on the disease conditions of the mouth most commonly encountered by the dental auxiliary.					
rerequisite: DEN 101, DEN 102					
DEN 125—First Aid and Emergencies (CPR)	0	2	0	1	
standard first-aid course that also emphasizes basic lifesaving techniques which is intended to include the role of the dental hygienist in prevention, recognition, and management of emergencies in the dental office.					
DEN 135—Dental Health Education	2	0	0	2	
Designed to educate the student to the importance of effective communication as a dental health educator. Includes methods and materials used in teaching dental health. Class projects are done on organizing dental health programs using self-designed materials for all age levels. Group activity is experienced on campus and in public school classrooms. Table clinics will also be presented.					
rerequisite: None					

COURSE TITLE	Hours Per Week				Quar Hou
	Class	Lab	Clinic	Credit	
DEN 204—Chairside Assisting	1	3	0	2	2
This course is designed to familiarize the student with the dental health team concept emphasizing those techniques of four-handed dentistry utilized in general dental practice as well as various dental specialties.					
Prerequisite: DEN 234					
DEN 212—Dental Radiology	3	3	0	4	4
The purpose of this course is to provide the first year dental hygiene student with an in-depth study of radiology. It will include exploration of theories, principles, and techniques utilized in dental radiology as they apply to exposure, processing, identification, and mounting of radiographs using the paralleling and bisecting angle techniques, radiographic interpretation, quality control techniques, and radiation safety. The laboratory sessions will provide an opportunity to apply and develop the skills necessary for satisfactory exposure, processing, mounting, and interpretation of diagnostic radiographs.					
Prerequisite: DEN 101, DEN 102					
DEN 214—Clinical Dental Hygiene II	2	0	12	3	3
Continuation of DEN 113 with emphasis on the nutritional needs of special patients.					
Prerequisite: DEN 113					
DEN 215—Clinical Dental Hygiene III	3	0	12	7	7
Further clinical experience in dental hygiene procedures with emphasis on development of self-direction in evaluation procedures. Techniques and theory of root planing, curettage, ultrasonic scaling, and the application of dental sealants will be taught along with establishing a plaque control program and nutritional counseling.					
Prerequisite: DEN 214					
DEN 216—Clinical Dental Hygiene IV	3	0	12	7	7
Continuation of DEN 215 with broadened experiences in clinical practice. Emphasis will be placed on suture removal, polishing amalgam restorations, testing pulp vitality and periodontal dressing placement. Intraoral photography and case presentation of selected patients will be covered. Also, emphasis will be placed on the dental hygienist's role as a member of the dental team.					
Prerequisite: DEN 215					
DEN 217—Clinical Dental Hygiene V	3	0	12	7	7
Continuation of DEN 216 giving the student further clinical experience in dental hygiene procedures. Emphasis will be placed on job procurement, resume writing, contracts, wage and hour laws. The dental laws and regulations as they apply to the dentist, dental hygienist, and the dental assistant will also be covered with the legal, ethical, and moral responsibilities of the health professional.					
Prerequisite: DEN 216					
DEN 222—Periodontology	2	0	0	2	2
Study of the periodontium and periodontal pathology. Emphasis will be placed on the role of the dental hygienist in the treatment and prevention of periodontal disease.					
Prerequisite: DEN 101, DEN 102					
DEN 224—Dental Specialties	3	0	0	3	3
This course is designed to give the dental hygiene student an introduction to procedures most commonly performed in dentistry. These include operative dentistry, oral surgery, pedodontics, endodontics, fixed and removable prosthodontics, orthodontics, and periodontics. Special emphasis is placed on how the dental hygienist can effectively explain procedures to patients.					
Prerequisite: DEN 204, DEN 234					

COURSE TITLE	Hours Per Week				Quarter Hours
	Class	Lab	Clinic	Credit	
DEN 225—Dental Specialties Clinic Application of principles of four-handed dentistry in a clinical setting. Assignments in general and specialty dentistry further develop skills in chairside assisting, manipulation of dental materials, and patient communication. Prerequisite: DEN 204, DEN 234, DEN 224	0	0	3	1	
DEN 226—Community Dentistry I This course is designed to provide the basic principles of data collection analysis and evaluation applicable to community dental health needs. Research methods and basic statistics are explored. Prerequisite: DEN 135	4	0	0	4	
DEN 227—Community Dentistry II continuation of DEN 226 with implementation of a community dental health program. Prerequisite: DEN 226	0	3	0	1	
DEN 228—Dental Office Management This course is designed to acquaint the student with an overview of and to develop basic competencies in dental office management procedures. Emphasis is placed upon the hygienist's role as a dental health team member, development of knowledge and appreciation for the economic realities of practice, utilization of communication skills and the enhancement of professional demeanor. Prerequisite: None	2	0	0	2	
DEN 234—Dental Materials Identification and study of materials commonly used in the dental office with principles and procedures related to their manipulation and care. Special emphasis is placed on those materials associated with the responsibilities of the hygienist. Prerequisite: None	6	6	0	4	
DEN 255—Dental Pharmacology/Dental Emergencies This course is designed to present basic information related to the field of pharmacology, particularly those agents used in the dental office, prescribed by dentists, and commonly used by patients whose systemic or oral conditions require special procedures in the dental office. Drug terminology, legislation, standards, actions, and adverse reactions are studies. Special emphasis is placed on using the PDR, prescription writing, and treatment of emergencies in the dental office. Prerequisite: DEN 125	4	0	0	2	
DEN 1001—Introduction to Dental Assisting An introduction to the history of dental assisting, dental terminology, the modern role of the dental assistant in practice and in relation to other members of the dental health team, and the personal and ethical requirements for safe and effective practice. Prerequisite: None	2	0	0	2	
DEN 1002—Dental Materials I Identification of dental materials, characteristics, evaluation of quality, and principles and procedures related to manipulation and storage of various dental materials. Emphasis is placed on materials used in operative dentistry and the fabrication of study models. Prerequisite: None	2	6	0	4	
DEN 1003—Dental Anatomy Designed to familiarize the dental assisting student with all phases of dental anatomy including structures of the mouth, tooth morphology, eruption and exfoliation of primary and permanent teeth, occlusion, normal periodontology, head and neck anatomy, pathology, and embryology. Students will gain experience in identifying natural teeth,	5	0	0	5	

COURSE TITLE	Hours Per Week	Quar	Hour	
	Class	Lab	Clinic	Cred
observing normal intraoral anatomy, and classifying occlusion. Prerequisite: None				
DEN 1004—Preclinical Science (Pharmacology and Dental Office Emergencies)	3	0	0	3
A study of the basic principles of pharmacology with emphasis placed on those drugs most commonly used in dentistry and by the dental patient. Recognition, prevention, and management of dental office emergencies will be covered in depth.				
Prerequisite: None				
DEN 1005—Dental Office Management	4	0	0	4
Designed to familiarize the dental assisting student with modern business office procedures including bookkeeping, maintenance of patient records, patient communication, inventory and supply ordering. Also introduced is the use of computers in dental office management.				
Prerequisite: None				
DEN 1006—Clinical Procedures I	3	6	0	5
Designed to prepare the student to anticipate the needs of the dentist, to assist in basic procedures and to utilize management skills. This course provides an introduction to the principles and procedures related to operatory equipment, instruments, sterilization and chairside dental assisting techniques including four handed dentistry. Major emphasis will be given to principles and procedures of operative dentistry and local anesthesia.				
Corequisite: DEN 1002				
DEN 1007—Clinical Procedures II	3	6	0	5
A continuation of Clinical Procedures I including experiences to increase level of competency in patient management and chairside assisting. Special emphasis is placed on the dental specialties and the dental assistant's role in oral surgery, endodontics, pedodontics, prosthodontics, orthodontics and periodontics. Laboratory sessions are designed to provide practical experience in chairside assisting.				
Prerequisite: DEN 1006				
DEN 1008—Dental Materials II	2	6	0	4
A continuation of Dental Materials I, emphasis is placed on the understanding and application of materials used in the dental office and laboratory. Students become proficient in manipulative skills, operation of equipment and gain an appreciation of the more complex techniques performed by dental laboratory technicians. Laboratory sessions provide an opportunity for students to fabricate orthodontic study models, custom impression trays and acrylic temporary crowns.				
Prerequisites: DEN 1002				
DEN 1009—Dental Office Practice I (CPR)	1	0	12	5
Application of principles of four-handed dentistry in a clinical setting. Assignments in general and specialty dentistry permit further development of skills in radiography, lab functions and clinical support procedures. Included is a specialized unit to certify the student in basic life support procedures. Time is provided to allow the student an opportunity to share clinical experiences, to determine the diversity of student's learning, and to evaluate subsequent clinical assignments.				
Prerequisite: DEN 1006, DEN 1007				
DEN 1010—Dental Office Practice II	0	0	24	8
A continuation of Dental Office Practice I to increase dental assisting skills to job entry level competency. Clinical assignments in private dental offices will include rotations through various specialty practices, as well as continued assignments in general dentistry.				
Prerequisite: DEN 1009				

COURSE TITLE	Hours Per Week			Quarter
	Class	Lab	Clinic	Hours Credit
DN 1012—Dental Radiology Principles and techniques of exposing, processing, mounting, storing, evaluating and interpreting intraoral radiographic films. Radiation physics, biological hazards, protection of patient, operator and others are emphasized. Laboratory and clinical practice is designed according to current legal requirements. Prerequisite: DEN 1003	2	6	0	4
DN 1013—Preventive Dental Health Education A study of the etiology, prevention and control of dental caries and periodontal disease. Communication skills, nutritional counseling, oral physiotherapy, fluorides and preliminary oral examination are included. Emphasis is placed on the dental assistants role in preventive dentistry and patient counseling. Prerequisite: DEN 1003, DEN 1004 Prerequisite: PSY 1101	2	3	0	3
DN 1014—Oral Pathology Designed to acquaint the dental assisting student with the basic principles of oral and general pathology with emphasis on the disease conditions of the mouth most commonly encountered by the dental auxiliary. Prerequisite: DEN 1003	2	0	0	2
DN 1015—Professional Development Seminar Designed to facilitate the student's entrance into full responsibility of an employed dental assistant in order to achieve personal and professional growth. Opportunity provided for sharing clinical experiences, to determine the diversity of the student's learning and to evaluate subsequent assignments. Prerequisite: DEN 1010	2	0	0	2



DIESEL VEHICLE MAINTENANCE

COURSE TITLE	Hours Per Week			Quarter Hour Class Lab Shop Cred
	2	0	3	
DSE 1107—Diesel Charging and Starting Systems A study of the engine electrical system, the components and their function that comprise preheating, starting, generating and monitoring circuits common to diesel engines. Special emphasis is placed on the use of test equipment for servicing and troubleshooting these systems. Prerequisite: None	2	0	3	3
DSE 1112—Diesel Engine Rebuilding A complete diesel engine rebuilding course. Covers theory, design, operating requirements, and actual rebuilding of modern diesel engines used in heavy construction, trucking and marine applications. Special emphasis on shop safety, proper use of tools and utilization of manufacturers service manuals. Prerequisite: None	6	0	18	12
DSE 1112A—Diesel Engine Rebuilding An introductory course on theory, design, and operating adjustments in both 2/4 cycle diesel engines. Emphasis on shop safety and measuring instruments. Prerequisite: None	3	0	3	4
DSE 1112B—Diesel Engine Rebuilding Continuation of introductory course to include design differences, advantages, and rebuilding techniques of 2/4 cycle diesel engines. Emphasis on use of special tools and testing equipment. Prerequisite: DSE 1112A	3	0	3	4
DSE 1112C—Diesel Engine Rebuilding Shop rebuilding of two cycle engines. Practical hands on experience measuring, rebuilding two cycle diesel engines. Emphasis on proper use of manufacturers service manuals. Prerequisite: DSE 1112B	0	0	6	2
DSE 1112D—Diesel Engine Rebuilding Continued hands on rebuilding techniques but on four cycle diesel engines. Engines will be completely disassembled and checked for manufacturers special tools and testing equipment. Prerequisite: DSE 1112C	0	0	6	2
DSE 1142—Basic Diesel Equipment Transmissions Basic transmission course to help students to understand theory, operation and rebuilding of manual and power transmissions used in heavy equipment as well as the trucking industry. Shop projects will include removal, rebuilding, installation and testing of various transmissions. Prerequisite: None	2	0	6	4
DSE 1144—Hydraulic and Pneumatic Air Systems The study of hydraulic and pneumatic systems as used in construction equipment, vehicles, and farming equipment. It covers basic theories, construction adjustment and repair of hydraulic and pneumatic control and power systems.	1	0	3	2
DSE 1146—Diesel Equipment Brake Systems The student will be introduced to the theory and repair of all types of brake systems used in the construction environment. Course will cover air systems, hydraulic systems, electrical and combination type systems. Special emphasis is placed on safety and trouble-shooting. Prerequisite: None	2	0	6	4

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
DSE 1146A—Diesel Equipment Brake Systems	2	0	3	3
he student will be introduced to all types of heavy equipment braking systems, including air, hydraulic, and electrical anti-skid systems. Course will cover design, theory and operating principles of these systems. Special emphasis on safety aspects of repairing and trouble-shooting.				
rerequisite: None				
DSE 1146B—Diesel Equipment Brake Systems	0	0	3	1
practical hands on repairing, trouble-shooting and checking of brake and suspension systems. Student will be introduced to the latest technology and design techniques of these systems.				
rerequisite: DSE 1146A				
DSE 1150—Fuel Injection and Electrical System	2	0	6	4
Development of the operating principles of modern diesel fuel injection systems; component functions, service, repair and adjustment components to include mechanical and hydraulic governors. Special emphasis is placed on the use of test equipment for servicing and trouble-shooting of fuel injection systems.				
rerequisite: None				
DSE 1152—Diesel Equipment Power Trains	2	0	9	5
n all inclusive study of the operation and rebuilding of components that make up various equipment power trains. Course will cover differentials, drive lines, and suspension systems currently found in all types of construction, farm, marine, and mining machinery. Practical hands on training will enhance the students knowledge in this area.				
rerequisite: None				
DSE 1154—Diesel Tune-up and Trouble-shooting	3	0	3	4
evelops the trainees' ability to perform tune-up procedures in accordance with manufacturer's specifications utilizing proper methods and testing procedures. The student will construct a basic trouble-shooting program which can be applied to engine trouble analysis utilizing recommended manufacturers procedures and the use of proper test equipment to isolate and define the problem.				
rerequisite: None				
DSE 1156—Diesel Engine Servicing	3	0	9	6
he understanding of the requirement for periodic maintenance, the effects and benefits of preventive maintenance and the construction of preventive maintenance programs to meet the recommended minimum requirements stated by manufacturers of diesel engines.				
rerequisite: None				
DSE 1158—Air Induction and Exhaust Systems	2	0	3	3
evelopment of a thorough knowledge of constructional and operational features of the air induction and exhaust systems components to include servicing, disassembling, inspection and repair of blowers and to include manifold, pipes and mufflers.				
rerequisite: None				

DRAFTING

(See Also Architectural Technology)

COURSE TITLE	Hours Per Week			Quar
	Class	Lab	Shop	Hou
				Cred
DFT 101—Technical Drafting	2	6	0	4
The field of drafting is introduced as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principal views, and standards and practices of dimensioning. The principles of isometric, oblique, and perspective are introduced.				
Prerequisite: None				
DFT 102—Civil Drafting	2	6	0	4
Introduction to drawing associated with surveying technology. Topics covered include preparation of real estate plats as required for deed registration; topographic maps; contours; highway plan and profiles; and earthwork. Drawings are done in pencil and ink on paper, cloth, and plastic film.				
Prerequisite: DFT 101				
DFT 113—Electronic Drafting	2	6	0	4
The fundamentals of drafting are presented with an emphasis on applications in the electronics field. Basic skills and techniques are included such as the use of drafting instruments, type of drawing, construction of drawings both with instruments and freehand, lettering and dimensioning, and how to read prints. In addition to basic skills, specialized experience will be included which directly relates to the electronics industry, such as types of drawings common to electronics, special symbols used, schematic diagrams, and layout diagrams with an emphasis on printed circuit work.				
Prerequisite: None				
DFT 118—Drafting & Blueprint Interpretation	2	4	0	4
Basic drafting techniques are covered to provide a working knowledge of drafting as a tool for communicating ideas. Reading and interpreting of blueprints is emphasized.				
Prerequisite: None				
DFT 1101—Introduction to Computer-aided Drafting Systems	2	2	0	3
Provides an introduction to the basic operation of computer-aided drafting systems. The historical development and socio-economic implications of CAD are also discussed.				
Prerequisite: None				
DFT 1104—Blueprint Reading	0	0	3	1
Interpretation and reading of blueprints. Information on the basic principles of blueprint; lines, views, dimensioning procedures and notes.				
Prerequisite: None				
DFT 1105—Blueprint Reading: Mechanical	1	2	0	2
Further practice in interpretation of blueprints as they are used in industry; study of prints supplied by industry; making plans of operations; introduction to drafting room procedures; sketching as a means of passing on ideas, information and processes.				
Prerequisite: DFT 1104				
DFT 1106—Blueprint Reading: Mechanical	1	2	0	2
Advanced blueprint reading and sketching as related to detail and assembly drawings used in machine shops. The interpretation of drawing of complex parts and machines for features of fabrication, construction and assembly.				
Prerequisite: DFT 1105				

COURSE TITLE	Hours Per Week				Quarter Hours
	Class	Lab	Shop	Credit	
D 1109—Electrical Blueprints and Layouts Provides a basic working knowledge of how to read and understand electrical plans and circuits. How to draw and make drawings of electrical circuits. Use of electrical symbols in blueprints and wiring diagrams. Planning and estimating electrical requirements from plans. Prerequisites: ELEC 1112, ELC 1127	3	0	0	3	
D 1110—Blueprint Reading: Building Trades Principles of interpreting blueprints and specifications common to the building trades. Development of proficiency in making three view and pictorial sketches. Prerequisite: None	0	0	3	1	
D 1111—Blueprint Reading & Sketching Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundations, walls, elevations, chimneys, replaces, arches, and cavity wall construction. Development of proficiency in making three view and pictorial sketches. Prerequisite: DFT 1110	0	0	3	1	
D 1117—Blueprint Reading: Welding A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specifications. Prerequisite: None	0	0	3	1	
D 1118—Pattern Development Continued study of welding symbols; methods used in layout of sheet metal; sketching of projects, jigs and holding devices involved in welding. Special emphasis is placed on developing pipe and angle layouts by the use of patterns and templates. Prerequisite: DFT 1180	2	0	3	3	
D 1121—Drafting A course designed to provide a fundamental knowledge of the principles of drafting. The basic skills and techniques of drafting expression, sketching, lettering, and use of instruments and equipment are stressed. Geometrical construction, orthographic drawing, paraline drawing, and projection problems are studied. The principles of isometric, oblique and perspective drawings are introduced. Graphic symbols common to the various construction trades are stressed to enable one to interpret construction drawings and prints. Various methods of reproduction will be introduced. Prerequisite: None	3	0	12	7	
D 1121A—Drafting I A course designed to provide a fundamental knowledge of the principles of drafting. The basic skills and techniques of drafting expression, sketching, lettering, and use of instruments and equipment are stressed. Geometrical construction, orthographic drawing, paraline drawing, and projection problems are studied. Prerequisite: None	3	0	3	4	
D 1121B—Drafting I Projection problems will be studied. The principles of isometric, oblique and perspective drawings are introduced. Graphic symbols common to the various construction trades are stressed to enable one to interpret construction drawings and prints. Various methods of reproduction will be introduced. Prerequisite: DFT 1121A	0	0	9	3	
D 1141—Architectural Drafting & Design I Continuation of the fundamental knowledge of the principles of architectural drafting. Projection problems dealing with descriptive geometry in architecture are studied. Drafting expression with the basic control of line quality and technique is stressed,	3	0	15	8	

COURSE TITLE	Hours Per Week	Quar Hour		
	Class	Lab	Shop	Cred
DFT 1141A—Architectural Drafting	3	0	3	4
A continuation of the fundamental knowledge of the principles of architectural drafting. Projection problems dealing with descriptive geometry in architecture are studied.				
Prerequisite: DFT 1121 or equivalent, DFT 1144 or equivalent				
DFT 1141B—Architectural Drafting	0	0	6	2
A continuation of the fundamentals learned in DFT 1141A. A more in-depth study of the principles of architectural drafting.				
Prerequisite: DFT 1121A or one year of high school mechanical drawing.				
DFT 1141C—Architectural Drafting	0	0	6	2
A continuation of architectural drafting. The student will continue the work drawings for a small residence. Emphasis will be placed on windows and door schedules and structural details. Computer-aided drafting will be introduced.				
Prerequisite: DFT 1141B				
DFT 1142—Architectural Drafting & Design II	3	0	15	8
The study of typical architectural details and techniques relative to light commercial construction drawings and a continuation of the fundamentals of computer aided design. Using preliminary sketches, the student as an individual or in group participation, will complete a full set of working drawings for a light-framed commercial building. Appropriate drafting expression and techniques will be stressed.				
Prerequisite: DFT 1141B				
DFT 1143—Mechanical Equipment of Buildings	4	0	0	4
A very general study of the heating, air conditioning, electrical and plumbing equipment, materials and symbols. Building code requirements pertaining to residential and commercial structures as related to mechanical equipment will be reviewed. Reading and interpretation of mechanical working drawings will be required by the student to familiarize him with various graphic techniques.				
Prerequisites: DFT 1144				
DFT 1144—Materials & Methods of Construction	4	0	0	4
General study of basic materials and methods used in the construction of architectural structures will be studied. Field trips to construction sites, fabrication shops, material producers coupled with the study of material specifications and techniques of construction.				
Prerequisite: None				
DFT 1145—Codes, Contracts, and Specifications	4	0	0	4
A study of building codes and their effect in relation to specifications and drawings. The purpose and writing of specifications will be studied along with their legal practical application to working drawings. Contract documents will be analyzed and studied for the purpose of owner-architect-contractor responsibilities, duties, and mutual protection.				
Prerequisites: DFT 1141, DFT 1143, DFT 1144				
DFT 1146—Construction Estimating	3	0	0	3
Interpretation of working drawings for a project; preparation of material and labor quantity surveys from plans and specifications; approximate and detailed estimates of cost. The student will study materials take-off, labor take-off, sub-contract estimates, overhead costs, bid, and contract procedures. Detailed inspection at construction by comparing finished work to the specifications.				
Prerequisite: DFT 1145				

COURSE TITLE	Hours Per Week				Quarter Hours
	Class	Lab	Shop	Credit	
DFT 1147—Architectural Drafting III	3	0	12	7	
The application of drafting techniques in land and topographic surveys, road work, concrete, steel and timber structural systems, shop drawings, heavy commercial construction, and computer aided design. Appropriate symbols, conventions, dimensioning practices, and notes as used by the engineering drafter will be included.					
Rerequisites: DFT 1142, MAT 1102					
Corequisite: CIV 1101					
DFT 1148—Structural Systems	1	0	6	3	
A comparative study of structural systems including timber, steel, and concrete with emphasis upon structural behavior, economics, and drafting room production of structural drawings.					
Rerequisites: DFT 1121, DFT 1141					
DFT 1180—Trade Drafting & Sketching	0	0	6	2	
This course is designed as an introductory course in drafting for students requiring knowledge of mechanical drawing principles and practices for reading and describing objects in the graphic language. The student is expected to gain the basic skills in drawing with instruments, lettering, orthographically with principal views. Use of instruments and orthographic projection emphasized.					
Corequisite: None					
DFT 1181—Mechanical/Electrical Blueprints and Layouts	2	0	3	3	
Provides a basic working knowledge of how to read mechanical blueprints, symbols, and details of mechanical construction. Planning and estimating mechanical requirements from plans. How to draw mechanical layouts on blueprints and electrical layouts.					
Corequisite: None					



ELECTRICAL

COURSE TITLE	Hours Per Week				Quar. Hou
	Class	Lab	Shop	Cred	
ELC 102—Electrical Standards for Fire Protection	3	2	0	4	
A study of electrical systems, circuits, control devices and overcurrent protection. course includes an introduction to the National Electrical Code.					
Prerequisite: None					
ELC 111—Introduction to Electric Circuits	3	6	0	5	
An introduction to basic DC electrical theory and fundamental laboratory practices. The topics include units of measurement, electrical quantities, simple circuits, electromotive forces, current, power, Ohm's Law, resistance and basic electrical instruments. Laboratory work will teach the proper use of basic hand tools and safety practices used in working with electricity.					
Prerequisite: None					
ELC 112—Electrical Fundamentals I (DC)	3	6	0	5	
Emphasizes electrical concepts and circuit analysis using network theorems as applied to two port networks. Provides fundamental concepts in magnetic topics, capacitance, inductance, impedance and alternating current circuits.					
Prerequisite: ELC 111, MAT 121					
ELC 113—Electrical Fundamentals II (AC)	3	6	0	5	
Additional electrical concepts and circuit analysis procedures as applied to more complex two terminal and simple two port networks are introduced. Laboratory work will include additional measurement techniques with emphasis on verification of theoretical concepts.					
Prerequisites: ELC 112, MAT 121					
ELC 114—Electrical Fundamentals III (Network Analysis)	3	3	0	4	
Advanced circuit analysis techniques as applied to two port passive networks are introduced with emphasis on analysis and mathematical computations. Laboratory experiences are used to support analysis activities.					
Prerequisites: ELC 113, MAT 122					
ELC 1101—Basic Electricity	3	0	0	3	
A study of basic electricity and the electrical systems, single phase and three phase power, their voltages and uses. Types of electrical circuits and their control devices. Electrical materials and tools. The National Electrical Code requirements as applied to branch circuits and their over-current protective devices. Practical application of basic electrical circuits, trouble-shooting, and repair of circuits.					
Prerequisite: None					
ELC 1102—Basic Electricity	3	0	3	4	
An introduction to electron theory and basic electricity will be presented followed by Ohm's and Kirchoff's Laws for A.C. and D.C. Circuits. A.C. and D.C. circuit construction and calculation will be covered in detail. Magnetic and electromagnetic characteristics followed by A.C. and D.C. motor principles will also be presented.					
Prerequisite: None					
ELC 1112—Electrical Theory	5	0	9	8	
A study of the Electron Theory and Magnetism. The relationship between voltage, current and resistance. Electrical terms and symbols. Basic electrical—series, parallel and combination. Types of electrical measuring devices and how to apply them in electrical circuits. Electrical systems for lighting and power. (wye & delta)					
Prerequisite: None					
ELC 1113—Electric Motors & Controls	7	0	12	11	
Provides instruction and application in the installation of electrical motors and controls, manual, automatic, remote control stations, relays, dual motor operation. Maintenance and trouble-shooting, repair of controllers and control devices. Types of					

COURSE TITLE	Hours Per Week				Quarter Hours
	Class	Lab	Shop	Credit	
electrical motors, single phase, and three phase. Maintenance and repair of electrical motors. rerequisite: None					
1124—Residential Wiring I	5	0	6	7	
Provides instruction and application in the installation of electrical requirements in residential dwellings. Regulations governing the wiring as listed in the National electrical Code and in the specifications. Load calculation for family type dwellings. Installation of service equipment and branch circuits in actual building mock-ups. rerequisites: ELC 1112, MAT 1115, ELC 1127					
1126—National Electrical Code	6	4	0	8	
Introduction to the National Electrical Code. The purpose and interpretations of the articles of the Code. rerequisites: ELC 1112, MAT 1115, ELC 1127					
1126A—National Electric Code	3	2	0	4	
This course is designed to prepare the student for the State Electrical Examinations. Provides a general review of the code. Calculations on electrical problems and circuits. rerequisite: The student must have a general working knowledge of the electrical code or employed in the electrical field.					
1126B—National Electric Code—Based on 1984 Edition	3	2	0	4	
Designed to prepare the student for the state electrical contractor's examination. Also provides a general review of the code; calculations on electrical problems and circuits are included. rerequisite: The student must have a general working knowledge of the electrical code or be employed in the electrical field.					
1127—Electrical Materials and Tools	0	0	3	1	
Provides instruction in the knowledge and use of electrical hardware and devices. Their use and application in the electrical installations. Types of electrical conductors and cables. Steel electrical raceways. Overcurrent protection devices. General knowledge of electrical tools, care and maintenance of tools and equipment. rerequisite: None					
1128—Commercial/Industrial Installations	8	0	18	14	
Provides instructions and application in the installation of electrical service equipment and branch circuits in commercial/industrial type buildings. Requirements for electrical service as set forth by the National Electrical Code. Load calculations. Actual wiring of commercial type installation in building mock-ups. rerequisites: ELC 1112, MAT 1115, ELC 1126, ELC 1127, DFT 1109, ELC 1113, ELC 24, ELC 1125					
1129—Commercial Wiring	2	0	6	4	
Provides instructions and application in the installation of electrical service equipment and branch circuits in commercial type buildings. Requirements for electrical service as set forth by the National Electric Code. Load calculations. Actual wiring of commercial type installation in building mock-ups. rerequisites: ELC 1112, MAT 1115, ELC 1126, DFT 1109, ELC 1124					
1137—National Electric Code for Limited Restricted License	3	0	3	4	
Provides a working knowledge of the national electric code, methods of calculation of electrical problems, grounding and bonding problems, wiring methods and terminations, splices, fitting and overcurrent protection devices, general code requirements of installations. rerequisite: None					

ELECTRONICS

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	
ELN 121—Electronics I (Devices)	3	6	0	5
Presents qualitative electronics concepts beginning with systems and networks and proceeding to devices. Typical networks such as power supplies, amplifiers, oscillators, and feedback circuits are introduced. Solid state devices and vacuum tubes are introduced as idealized devices. Experience is provided in basic trouble-shooting techniques. Instruments are introduced as needed for simple testing and measurements.				
Prerequisite: ELC 112				
ELN 122—Electronics II (Circuits)	5	6	0	7
A quantitative study beginning with active control devices and proceeding to networks. A variety of equivalent circuit models are used to evaluate device and system parameters and predict circuit performance. Instruments are used in the laboratory to collect data, verify math predictions, and trouble-shoot.				
Prerequisite: ELN 121				
ELN 122A—Electronics II (Circuits)	2	3	0	3
A quantitative study beginning with active control devices and proceeding to networks. A variety of equivalent circuit models are used to evaluate device and system parameters and predict circuit performance. Instruments are used in the laboratory to collect data, verify math predictions and trouble-shoot.				
Prerequisite: ELN 121				
ELN 122B—Electronics II (Circuits)	3	3	0	4
A continuation of ELN 122A with emphasis on circuit models used to evaluate device and system parameters and predict circuit performance. Instruments are used in the laboratory to collect data, verify math predictions and trouble-shoot. Successful completion of ELN 122A and ELN 122B is equivalent to ELN 122.				
Prerequisite: ELN 122A				
ELN 123—Electronics III (Active Circuit Analysis)	3	6	0	5
Continues the study of active networks. Emphasis is on the analysis and design of both networks and active circuits. In addition, fundamentals, design techniques, and typical applications of linear integrated circuits are introduced.				
Prerequisites: ELN 122, MAT 124				
ELN 218—Pulse, Logic & Digital Circuits	3	4	0	5
Emphasizes the study of wave shaping and non-sinusoidal wave generating circuits using discrete and integrated components. Wave shaping topics include simple passive wave shaping circuits and more complicated wave shaping circuits using active devices. Topics covered under non-sinusoidal wave generating circuits include multivibrators, sweep generators, and other types of special purpose circuits using discrete and integrated components. An introduction to Boolean algebra and its application or the simplification of logic circuits is also included.				
Corequisite: ELN 123				
ELN 219—Digital Fundamentals	3	6	0	5
Emphasizes the study of combinational and sequential logic circuits using discrete and integrated components. Topics include: binary arithmetic, numbering systems, Boolean algebra, storing, timing, gating, and counting. Typical applications in industry will be presented.				
Prerequisite: ELN 123				
ELN 223—Electronic Instruments & Measurements	3	6	0	5
To provide the student with an understanding of the theory of operation and use of a variety of advanced electronic instruments commonly used in the laboratory.				

COURSE TITLE	Hours Per Week				Quarter Hours
	Class	Lab	Shop	Credit	
Instruments include analog VOM's, electronic counters, AF and RF signal generators, transistor tester, curve tracer, logic tester and spectrum analyzers. Prerequisite: None					
LN 224—Computer and Microprocessor Fundamentals	3	6	0	5	
An in-depth study of computing principles. Subjects covered include digital computers, memory devices, input-output devices, analog to digital converters, and digital to analog converters. Laboratory work using integrated circuits as computer building blocks will reinforce the classroom material. Prerequisite: ELN 219					
LN 225—Microprocessor Interfacing	3	6	0	5	
Timing and control signals necessary to interface the central processing unit to peripheral equipment. Study of data transfer through I/O devices utilizing programmable timer/counters, shift register and "handshaking" capabilities. Latching data and interrupts and solutions to real world problems. Considerable time will be spent in teaching trouble-shooting philosophy for microprocessor-based products. The student will gain experience in using the following digital circuit testers; logic probe; logic pulser, current tracer, logic clip and logic comparator. Prerequisite: ELN 224					
LN 242—Communications	5	4	0	7	
Introduction to fundamental aspects of electronic communication systems with special emphasis on need for modulation, types of modulation, frequency spectra and bandwidth requirements. Qualitative study of the principles of AM, SSB, and FM including the generation and detection of signals and their frequency spectra. Transmission and propagation of radio signals will be studied. Prerequisite: ELN 123					
LN 246—Electronics Design Project	0	6	0	2	
A laboratory class emphasizing independent research and design work by the student. The student will select a project in consultation with the instructor; perform the required research; compile data; formulate a theoretical model; and construct, test, and evaluate a working model of the selected project. Prerequisites: DFT 113, ELN 123					
LN 1112—Direct and Alternating Current	7	0	15	12	
A study of the structure of matter and the electron theory, the relationship between voltage, current and resistance in series, parallel, and series-parallel circuits. Analysis of direct current circuits by Ohm's Law and Kirchoff's Law; sources of direct current potentials. Fundamental concepts of alternating current flow; a study of reactance, impedance, phase angle, power and resonance and alternating current circuit analysis. Prerequisite: Algebra background recommended					
LN 1112A—Fundamentals of Electricity	3	0	3	4	
Introduction to electricity/electronics, DC theory. Basic atomic structure, Ohm's Law, series/parallel circuits, network analysis. Algebra background recommended. Prerequisite: None					
LN 1112B—Fundamentals of Electronics	3	0	3	4	
Continuation of LN 1112A. AC theory and circuits will be covered. Introduction to semiconductor theory and devices, basics. Prerequisite: ELN 1112A					

COURSE TITLE		Hours Per Week	Quarters		
		Class	Lab	Shop	Credit Hours
ELN 1112C—Fundamentals of Electronics		1	0	9	4
A continuation of ELN 1112B to include advanced training on electronic circuitry such as oscillators, amplifiers and power supplies.					
Prerequisite: ELN 1112A, ELN 1112B					
ELN 1122—Electronic Devices		5	0	9	4
An introduction to vacuum tubes, operational amplifiers, servomechanisms, and linear integrated circuits. A study of AM and FM transmissions and related circuits					
Prerequisites: ELN 1112, MAT 1115					
ELN 1122A—Electronic Devices		3	0	3	3
A study of vacuum tubes, operational amplifiers; their development and characteristics.					
Included is a study of radio and amplifier circuits.					
Prerequisite: None					
ELN 1122B—Electronic Devices		2	0	6	3
A study of the applications of vacuum tubes and operational amplifiers. An introduction to servomechanisms and linear integrated circuits is included.					
Prerequisite: ELN 1121A					
ELN 1123—Introduction to Television		2	0	6	3
The theory and circuitry of monochrome television.					
Prerequisites: ELN 1122, ELN 1125, MAT 1116					
ELN 1124—Servicing Home Entertainment Electronic Devices		2	0	6	3
The principles and techniques of servicing radio receivers including AM, FM, and shortwave. Tape recorders, amplifiers, and record player servicing are covered. Proper use of test equipment for diagnosis, alignment, and repairs are stressed.					
Prerequisites: ELN 1122, ELN 1125					
ELN 1125—Transistor Theory and Circuits I		2	0	6	3
Transistor theory, physics, characteristics, and their applications in radio receivers and audio amplifier circuits.					
Prerequisites: ELC 1112, MAT 1115					
ELN 1126—Transistor Theory and Circuits II		2	0	9	3
The theory and application of recent semi-conductor developments including new diodes, tunnel diodes, field effect transistors, silicon controlled rectifiers, breakdown diodes (diacs), unijunction transistors and triacs.					
Prerequisites: ELN 1125, ELC 1112, MAT 1116					
ELN 1127—Television Receiver Circuits and Servicing		7	0	9	3
A study of principles of television receivers, alignment of radio and intermediate frequency amplifiers, adjustment of horizontal and vertical sweep circuits will be taught. Techniques of trouble-shooting and repair of TV receivers with the proper associated test equipment will be stressed. Additional study of more specialized servicing techniques and oscilloscope waveform analysis will be used in the adjustment and trouble shooting and repair of the color television circuits.					
Prerequisites: ELN 1123, ELN 1122, ELN 1124, ELN 1125, ELN 1126, MAT 1116					
ELN 1128—Computer Electronics		3	0	6	3
A study of the electronic construction and operations of digital computers and integrated components and elements electronically interconnected for obtaining digital computer performance. Individual components analyzed using Boolean Algebra and De Morgan's Theorem. Some areas of study are: computer codes, logic systems, adders, shift registers, comparators, counters, and memory units.					
Prerequisites: ELN 1125, ELN 1126					

ENGLISH, JOURNALISM, READING

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
EG 71—Basic Grammar/Writing Skills I	5	0	0	(5)
This course is designed for students with very limited grammar and writing skills (students scoring below 15th percentile on CGP). Emphasis is placed on basic principles of grammar, sentence structure, and written communications. Highly proficient students who meet the ENG 71 course objectives will enroll in ENG 98.				
Prerequisite: None				
EG 72—Basic Grammar/Writing Skills II	5	0	0	(5)
A continuation and extension of the units incorporated in ENG 71. This additional quarter of study gives more time to the practice and the understanding of the ENG 71 skills. Some approaches are repeated while different attacks are included for the ENG 71 skills.				
Prerequisite: ENG 71				
EG 98—Essential Grammar and Usage	5	0	0	(5)
Students study the essential principles of grammar, usage, punctuation, and sentence structure. The class will consist of lectures, class participation, and individual instruction.				
Prerequisite: None				
EG 99—Fundamentals of Composition	5	0	0	(5)
Students receive extensive practice in structuring coherent paragraphs and writing short essays. Grammar, usage, punctuation, and sentence structure will be reviewed throughout the course.				
Prerequisite: ENG 98 or permission of the instructor				
EG 100—Grammar	3	0	0	3
Required of all beginning secretarial and general technology students. Special emphasis is placed on grammar, spelling, punctuation, diction, and sentence structure.				
Prerequisite: None				
*EG 101—English Composition I	3	0	0	3
Introduction to library skills and the research paper. Reading, analyzing, and developing the written essay. Emphasis on developing critical thinking and writing a variety of formal essays.				
Prerequisite: None				
*EG 102—English Composition II	3	0	0	3
A study of the elements of fiction in the short story and the novel. These elements of fiction will apply to the study of the critical essay.				
Prerequisite: ENG 101				
*EG 103—English Composition III	3	0	0	3
A study of poetry and drama with composition of the critical essay.				
Prerequisite: ENG 102				
EG 121—Grammar and Composition I	3	0	0	3
Designed to aid the student in the improvement of self-expression and to introduce the student to the differences between academic writing and business/technical writing. The approach is functional with an emphasis on the use of proper grammar and style in business communications. The student will compose essays and a variety of business compositions (technical description, process paper, minutes, memos).				
Prerequisite: None				

COURSE TITLE		Hours Per Week	Quar			
		Class	Lab	Shop	Cred	Hour
ENG 122—Grammar and Composition II		3	0	0	3	
A continuation of ENG 121. Emphasis is placed on applying the basic concepts of construction and style in the writing of business communications.						
Prerequisite: ENG 121						
ENG 123—Technical Writing		3	0	0	3	
A continuation of ENG 122. Emphasis is placed on the writing of reports and proposals and creating visuals.						
Prerequisite: ENG 122						
ENG 124—Composition		3	0	0	3	
Designed to aid the secretarial and general office students in the improvement of expression in business writing. Emphasis is placed on correct diction, proper grammar, organization, and development of the written composition.						
Prerequisite: ENG 100						
*ENG 210—Creative Writing: Fiction		5	0	0	5	
A basic workshop course in fiction writing, geared to the needs and interests of students. Informal class discussion of student work and individual conferences with instructor. Selected readings of short stories and the techniques of writing fiction.						
Prerequisite: ENG 103 or permission of instructor						
*ENG 211—Creative Writing: Poetry		5	0	0	5	
A basic workshop course in poetry writing, geared to the needs and interests of students. Informal class discussions of student work and individual conferences with instructor. Selected readings and poems and the techniques of prosody.						
Prerequisite: ENG 103 or permission of instructor						
ENG 224—Oral Communication		3	0	0	3	
A study of the basic concepts and principles of oral communication to enable the student to speak more effectively. Emphasis is placed on logical organization and effective presentation of ideas. Attention is given to a variety of speaking situations in which the student may find himself when he enters the business world.						
Prerequisite: ENG 101 or ENG 121 or ENG 124 or permission of instructor						
ENG 226—Written Communication		3	0	0	3	
Develops skills in the techniques of writing business communications. The major types of business letters are discussed with emphasis on communicating the purpose of each type of letter. The student is required to compose, to type, and to proofread many types of letters. Required of all general office technology and secretarial students.						
Prerequisite: ENG 124						
ENG 1101—Reading Improvement		3	0	0	3	
Designed to improve the student's efficiency and comprehension skills in reading. Time is also devoted to developing effective study habits. This course is required for all vocational students who scored below a 9th grade reading level on the entrance examination.						
Prerequisite: None						
ENG 1102—Professional Communication I		3	0	0	3	
Primarily a composition course emphasizing sentence structure, paragraph construction, and the business letter.						
Prerequisite: None						
ENG 1103—Professional Communication II		3	0	0	3	
Designed to improve the student's skill in oral communication in both occupational and personal situations.						
Prerequisite: None						

*Approved for fulfilling degree requirements for college transfer

COURSE TITLE	Hours Per Week				Quarter Hours Credit
	Class	Lab	Shop		
*DR 211—Introduction to Mass Communication	5	0	0	5	
Theory, structure, content, functions, and audiences of the mass communication media in contemporary life. The historical development of the mass media, examining social and technological influences on current practices. Critical evaluation of the roles in providing news, opinions, entertainment, and advertising.					
Prerequisite: None					
*DR 212—Introduction to Journalism	3	2	0	5	
Fundamentals of news style, reporting, and ethics. Emphasis on journalistic elements, writing techniques, and story structure. Classroom discussion, laboratory writing, and seminars will cover material ranging from news, pictures, editorials, sports copy, headlines, and copy editing.					
Prerequisite: ENG 103 or permission of instructor					
RA 71—Basic Reading/Study Skills I	5	0	0	(5)	
This course is designed for students with very limited reading skills (students scoring below 15th percentile on CGP). Emphasis is placed on basic vocabulary and reading comprehension along with survival study skills. Highly proficient students who meet the REA 71 course objectives will enroll in REA 98.					
Prerequisite: None					
RA 72—Basic Reading/Study Skills II	5	0	0	(5)	
A continuation and extension of the units incorporated in REA 71. This additional quarter of study gives more time to the practice and the understanding of the REA 1 skills. Some approaches are repeated while different attacks are included for the REA 71 skills that must be mastered before going to REA 98.					
Prerequisite: REA 71					
RA 98—Essential Reading/Study Skills I	5	0	0	(5)	
This course expands the student's basic reading and study skills. Emphasis is focused on word study, vocabulary development, background in the process of reading, reading for the main idea, inference, and detail along with an introduction to effective reading/study skills.					
Prerequisite: None					
RA 99—Essential Reading/Study Skills II	5	0	0	(5)	
This course is a continuation of REA 98 developing language and reading comprehension skills through the study of signal words, figurative language, tone, inference, main idea, point of view, structure and organization, character traits, drawing conclusions and judgments. Enhancement of effective reading/study skills includes outlining, notetaking, summarizing and reading exams for success.					
Prerequisite: REA 98 or permission of the instructor					
RA 111—College Reading/Study Skills	3	0	0	3	
A college reading course to provide the student with a program to improve efficiency in reading performance through increase in rate, skimming and scanning skills, critical reading, and vocabulary development. Effective college study skills are emphasized throughout the course. Emphasis is also placed on reading in the content areas.					
Prerequisite: Permission of the instructor and/or REA 98-99					

*Approved for fulfilling requirements for college transfer

FINE ARTS

COURSE TITLE	Hours Per Week			Quart
	Class	Lab	Shop	Hour Cred
*Art 101—Art Appreciation An introduction to the visual arts: a survey of the major art periods from prehistoric to modern. Prerequisite: None	5	0	0	5
*ART 111—Drawing I A basic course in drawing exploring various media in drawing; still lifes, landscapes, and figures. Prerequisite: None	0	6	0	3
*ART 112—Drawing II An introduction to an independent approach to drawing. Prerequisite: ART 111	0	6	0	3
*ART 113—Drawing III A continuation of ART 112. Prerequisite: ART 112	0	6	0	3
*ART 121—Figure Drawing I An introduction to drawing from the model using various media. Prerequisite: None	0	6	0	3
*ART 122—Figure Drawing II An exploration of individual approaches to drawing from the model. Prerequisite: ART 121	0	6	0	3
*ART 123—Figure Drawing III A continuation of ART 122. This course may be repeated for additional credit with the permission of the instructor. Prerequisite: ART 122	0	6	0	3
*ART 131—Color and Design An introduction to color theories and two dimensional design. Prerequisite: None	0	6	0	3
*ART 141—Three Dimensional Design A basic course in the fundamentals of three dimensional design. Prerequisite: None	0	6	0	3
*ART 151—Photography An introduction to the equipment, materials, and basic techniques of photography for the art major. 35mm adjustable camera required. Prerequisite: None	0	6	0	3
*ART 201—Ceramics I A basic course in investigating handbuilt and wheel forms with an introductory kiln firing. Prerequisite: None	0	6	0	3
*ART 202—Ceramics II A continuation of wheel thrown forms emphasizing various glazing and decorative techniques. Prerequisite: ART 201	0	6	0	3
*ART 203—Ceramics III An independent approach to wheel forms and sculptured firings. Prerequisite: ART 202	0	6	0	3

*Approved for fulfilling degree requirements for college transfer

CURSE TITLE		Hours Per Week			Quarter Hours Credit
		Class	Lab	Shop	
ART 221—Sculpture Survey I		0	6	0	3
An introduction to sculptural materials, tools, and major techniques.					
Prerequisite: 141					
ART 222—Sculpture Survey II		0	6	0	3
A concentrated exploration in one or more sculptural forms.					
Prerequisite: ART 221					
ART 223—Sculpture Survey III		0	6	0	3
A continuation of ART 222.					
Prerequisite: ART 222					
ART 240—Printmaking Survey		0	6	0	3
An introductory course in Relief, Intaglio, Planographic and Serigraphy.					
Prerequisite: None					
ART 250—Printmaking Survey		0	6	0	3
An advanced printmaking course with choice of medium.					
Prerequisite: None					
ART 261—Painting Survey I		0	6	0	3
A survey of major painting techniques using various media.					
Prerequisite: ART 111, 121, 131					
ART 262—Painting Survey II		0	6	0	3
A course emphasizing individual expression with choice of media.					
Prerequisite: ART 261					
ART 263—Painting Survey III		0	6	0	3
A continuation of ART 262.					
Prerequisite: ART 262					
ART 280—Art History Survey I		5	0	0	5
A survey in the history of art from prehistoric times to the Renaissance.					
Prerequisite: None					
ART 290—Art History Survey II		5	0	0	5
A survey in the history of art from Renaissance to modern times.					
Prerequisite: None					
ART 294—Art History IV		3	4	0	5
A study of the visual arts involving travel to observe original works first hand.					
Prerequisite: None					
DRA 105—Drama Practicum		5	0	0	1
This course is designed to introduce the beginning student to all phases of the planning and execution of drama productions. Course times may vary due to rehearsal schedules.					
This course may be taken twice for credit.					
Prerequisite: None					
DRA 201—Acting		3	0	0	3
A study of the basic principles underlying the acting art: development of stage techniques through the training of body and voice as instruments of expression.					
Prerequisite: None					
DRA 202—Intermediate Acting		3	0	0	3
A continuation of Drama 201, with emphasis on acting in scenes to develop truth in character, timing, stage communication and conflict.					
Prerequisite: DRA 201 or permission of instructor					
Approved for fulfilling degree requirements for college transfer					

COURSE TITLE		Hours Per Week	Quarter Hours	Class	Lab	Shop	Credit
*DRA 203—Advanced Acting		3	0	0	0	0	3
	Intensive application of acting techniques through advanced study and performance of selected scenes involving problems of style in a wide range of dramatic materials.						
	Prerequisite: DRA 202 or permission of instructor						
*DRA 204—Stage Makeup		2	0	0	0	0	2
	An introduction to the fundamental principles and techniques of theatrical makeup.						
	Prerequisite: None						
*DRA 205—Drama Practicum		5	0	0	0	0	1
	A continuation of DRA 105. Students enrolled in this course may be asked to lead novice groups in certain production areas such as lighting, sound, advertising, or stage managing. This course may be taken twice for credit.						
	Prerequisite: DRA 105 or permission of instructor						
*DRA 210—Introduction to the Theatre		5	0	0	0	0	5
	A survey of the history of the theatre beginning with the Greek and continuing through the development of drama to its present stage.						
	Prerequisite: None						
*DRA 211—Literature of the Theatre		5	0	0	0	0	5
	Critical analysis of related dramatic works designed to develop appreciation and understanding of drama as a literary form. Significant plays, from classic through contemporary, that make up the literature of the theatre will be studied.						
	Prerequisite: None						
*MUS 101—Music Appreciation		5	0	0	0	0	5
	Introduction to the basic materials of music and the utilization of these materials in the understanding and enjoyment of music of different styles and periods. Emphasis is given to the development of aural awareness.						
	Prerequisite: None						
*MUS 103—Beginning Music Skills		5	0	0	0	0	5
	A general survey of the basic materials of music, including notation, listening experiences, sight-singing, keyboard and related activities. The course is designed for general students who wish to increase their knowledge of music and for music students who wish to prepare for MUS 111—Musicianship I.						
	Prerequisite: None						
*MUS 106—Survey of Music to 1750		5	0	0	0	0	5
	A survey course for the general student tracing European music from its origins through the works of Bach and Handel. Need not be taken in sequence.						
	Prerequisite: None						
*MUS 107—Survey of Music, 1750-1980		5	0	0	0	0	5
	A survey course for the general student tracing Western music from the works of Mozart, Haydn, and Beethoven to the present. Need not be taken in sequence.						
	Prerequisite: None						
*MUS 108—Community Chorus		0	3	0	0	0	0
	An evening chorus open to both traditional and non-traditional students, specializing in the performance of large-scale choral works from all periods of the literature. The chorus may be repeated two times for additional credit.						
	Prerequisite: None						
*MUS 109—CCCC Chorus		0	3	0	0	0	0
	The performance of choral works from popular and classical sources with an emphasis on improving the student's ability to read and sing music. This course may be taken three times for credit.						
	Prerequisite: None						

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COURSE TITLE	Hours Per Week				Quarter
	Class	Lab	Shop	Credit	Hours
* MUS 110—Chamber Music Workshop	0	3	0	1	
To be offered on demand to students with special performance interests. Examples of activities which can occur under this heading are the production of a musical, madrigal singers, chamber opera, recorder ensemble, brass quintet, woodwind quintet, string ensemble, jazz combo, stage band, and other similar groups. The course may be repeated two times.					
Prerequisite: None					
* MUS 111—Musicianship I	3	2	0	4	
An elementary course in music theory and the principles underlying all music, including music terminology, notation, harmony, melody, and rhythm. Development of sight-singing and keyboard skills, beginning with thorough training in scales, intervals, and rhythmic patterns. Required for Pre-Music students.					
Prerequisite: None					
* MUS 112—Musicianship II	3	2	0	4	
A continuation of MUS 111, including the writing of music in various styles and harmonic studies through simple modulation. Required for Pre-Music students.					
Prerequisite: MUS 111 or permission of instructor					
* MUS 113—Musicianship III	3	2	0	4	
A continuation of MUS 112, up to and including the study of impressionism and other twentieth-century devices that expanded traditional music-theory concepts. Required for Pre-Music students.					
Prerequisite: MUS 112 or permission of instructor					
* MUS 114—Songwriting/Composition	0	2	0	1	
A study of elementary forms and traditional approaches to the organization of melody, rhythm, harmony, timbre, etc. Students will be expected to create and write out musical examples.					
Prerequisite: Permission of instructor					
* MUS 120—Class Instruction in Voice	0	2	0	1	
A study of the fundamentals of vocal production taught through vocal exercises and some vocal literature. Emphasis on singing.					
Prerequisite: None					
* MUS 121—Class Instruction in Voice	0	2	0	1	
A continuation of Music 120.					
Prerequisite: MUS 120 or permission of instructor					
* MUS 201—Music in America	5	0	0	5	
A survey of music and the people involved in the musical practices in America from colonial times to the present. Emphasis is placed on those inherent qualities which have permeated this country's serious and popular music over the past three centuries. No musical background necessary.					
Prerequisite: None					
* MUS 202—History of Jazz	5	0	0	5	
A study of the major elements of jazz concentrating on its culture and historical valuation; techniques, styles and performers are also emphasized. Illustrated by musical examples through recording and other audiovisual devices. No previous knowledge of music required.					
Prerequisite: None					
* MUS 203—Music of the Theatre	5	0	0	5	
A survey of music literature for the general student. Selected works from the field of opera, vocal music and broadway plays. Emphasis on style and authentic performance practices.					
Prerequisite: None					

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COURSE TITLE	Hours Per Week			Quart Hour Credi
	Class	Lab	Shop	
*MUS 208—Community Chorus	0	3	0	1
A continuation of MUS 108. The course may be repeated two times. Prerequisite: MUS 108 or permission of instructor				
*MUS 209—CCCC Chorus	0	3	0	1
A continuation of MUS 109. The performance of choral works from popular and classic sources. This course may be taken three times for credit. Prerequisite: MUS 109 or permission of instructor				

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FIRE PROTECTION TECHNOLOGY

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
I 101—Introduction to Fire Protection	3	0	0	3
study of the history and development of the fire protection movement. The roles of fire service personnel in fire protection as well as the application of fire protection principles to fire hazards are studied.				
rerequisite: None				
I 102—Municipal Fire Protection	3	0	0	3
study of fire department organization, personnel management, and relationship with other city departments. Evaluation of public fire protection needs, financial factors, records and reports, equipment procurement policies, apparatus, tools, training needs and programs, maintenance needs and facilities, and other equipment necessary for modern fire protection are included.				
rerequisite: None				
I 104—Fire Protection Codes & Standards	2	3	0	3
study of current building codes, fire protection codes and standards and their application with emphasis placed on the National Building Code, Fire Prevention Code, Fire Safety Code, and other National Fire Codes. The exercises are designed to give the student experience in applying local and state codes to area businesses and industries.				
rerequisite: None				
I 115—Fire Prevention Programs	3	0	0	3
the principles and application of fire prevention related to the community and to industrial plants. The development and maintenance of fire prevention programs, educational programs, and inspection programs are included.				
rerequisite: FIP 104				
I 135—Training Programs & Methods of Instruction	4	0	0	4
study of the purpose of fire service drills and training programs including the development and operation of a department's training program. Methods, staff selection, training, and facilities and equipment required for teaching are included.				
rerequisite: FIP 115				
I 201—Arson Detection & Investigation	3	3	0	4
the determination of causes of accidental and incendiary fires, fire losses, points of origin, location and preservation of physical evidence. Use of scientific equipment to determine types of accelerants. Emphasis is placed on courtroom procedure in presenting evidence.				
rerequisite: None				
I 205—Industrial Fire Hazards	3	3	0	4
study of hazardous processes in industries such as plastics, furniture, tobacco, metal, textiles, etc., and the fire protection and precautions needed for their personnel and property are included. Fire hazards that are related to heating plants, electrical systems, and storage in all the above industries are presented.				
rerequisite: FIP 101 or advisor approval				
I P11—Insurance Grading Schedules	3	0	0	3
study of methods of analyzing fire hazards and the effects of fire hazards on fire insurance rates.				
rerequisite: FIP 104				

COURSE TITLE	Hours Per Week			Quar Hour
	Class	Lab	Shop	Cred
FIP 216—Chemical and Radiation Hazards	3	2	0	4
A study of hazards encountered in chemical and petroleum businesses and industrial radiation hazards, effects of radiation on humans, exposure control, radiological instruments, operational and decontamination procedures, uses of radioactive materials, transportation and storage of radioactive materials, and chemical and radioactive inspections.				
Prerequisite: None				
FIP 218—Hazardous Materials	3	2	0	4
Problems and precautions associated with safe storage and use of hazardous materials.				
Prerequisite: CHE 100				
FIP 220—Fire Fighting Strategy	2	3	0	3
The tactics and strategies in extinguishing fires with emphasis on pre-fire plans, mutual aid problems, techniques of using available equipment and manpower, conflagration, and techniques of predicting fire by fuel analysis are studied.				
Prerequisite: FIP 102				
FIP 225—Fire Protection Law	3	0	0	3
A study of law in relation to fire protection. Torts, terms, and contracts are studied by the case method. Liability of fire protection personnel when making inspections, recommendations, fighting fires, or performing other tasks are discussed.				
Prerequisite: FIP 102				
FIP 230—Hydraulics and Water Distribution Systems	3	2	0	4
The mechanics of flow of fluids through fire hose, nozzles, and applicants, pumps, standpipes, watermains, and other devices.				
Prerequisite: MAT 100, PHY 122				
FIP 231—Sprinkler and Standpipe Systems	3	3	0	4
Types of sprinkler and standpipe systems, including system devices and their operation, advantages of sprinkler systems, codes governing installation, water supply requirements, testing inspection, and maintenance are included.				
Prerequisite: FIP 230				
FIP 235—Inspection Principles and Practices	3	4	0	5
A study of the fundamentals of fire inspection including standards and techniques of evaluation of hazards with practical recommendations. Lab reports include maps and sketches of each building inspected for use in pre-fire planning.				
Prerequisite: FIP 104 or advisor approval				
FIP 244—Fire Alarm Systems	3	0	0	3
A study of different principles and types of alarm systems, their application, installation and maintenance.				
Prerequisite: ELC 102				
FIP 246—Portable and Fixed Extinguishing Systems	3	2	0	4
Study of various types of portable and fixed extinguishing systems, their operation, installation and maintenance.				
Prerequisite: FIP 104				

FOREIGN LANGUAGES

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
FRE 101—Elementary French I study of the basic elements of French. Fundamentals of grammar, drill in pronunciation, and special emphasis on reading and oral composition in the language. This sequence is designed for students with less than two units of high school French. Lab work is required in addition to daily lectures. Prerequisite: None	5	1	0	5
FRE 102—Elementary French II continuation of FRE 101. Lab work is required in addition to daily lectures. Prerequisite: FRE 101 or permission of instructor	5	1	0	5
FRE 201—Intermediate French I An intermediate sequence designed to provide a systematic review of basic grammar and to further develop the skills of listening, speaking, reading, and writing French. Lab work is required in addition to daily lectures. Prerequisite: FRE 102 or permission of instructor	5	1	0	5
FRE 202—Intermediate French II continuation of FRE 201. Lab work is required in addition to daily lectures. Prerequisite: FRE 201 or permission of instructor	5	1	0	5
FRE 206—Advanced French I Extensive language training through the use of various materials in French: periodicals, literary selections, films, etc. Reading, composition and oral communication are emphasized. Prerequisite: FRE 202 or permission of instructor	3	0	0	3
FRE 207—Advanced French II continuation of French 206. Prerequisite: FRE 206 or permission of instructor	3	0	0	3
FRE 211—French Conversation Emphasis on the systematic use of the oral language. All course work, including tests and final exam conducted in oral form. (No writing required. No lab.) Prerequisite: FRE 202 or permission of instructor	5	0	0	5
SPA 101—Elementary Spanish I A study of the basic elements of Spanish. Fundamentals of grammar; oral and written comprehension, special emphasis on self-expression in the language. Lab work is required in addition to daily lectures. Prerequisite: None	5	1	0	5
SPA 102—Elementary Spanish II A continuation of Spanish 101. Language lab work is required in addition to daily lectures. Prerequisite: SPA 101 or permission of instructor	5	1	0	5
SPA 201—Intermediate Spanish I A sequence designed to provide a systematic review of basic skills with a major emphasis on oral and written comprehension. Language lab work is required in addition to daily lectures. Prerequisite: SPA 102 or permission of instructor	5	1	0	5
SPA 202—Intermediate Spanish II A continuation of Spanish 201. Language lab work is required in addition to daily lectures. Prerequisite: SPA 201 or permission of instructor Approved for fulfilling degree requirements for college transfer	5	1	0	5

COURSE TITLE		Hours Per Week	Quar	Hou	
		Class	Lab	Shop	Cred
*SPA 206—Advanced Spanish I		3	0	0	3
Intensive language training through the use of various materials in Spanish: periodic literary selections, films etc. Reading, composition, and oral communication emphasized.					
Prerequisite: SPA 202 or permission of instructor					
*SPA 207—Advanced Spanish II		3	0	0	3
A continuation of Spanish 206.					
Prerequisite: SPA 206 or permission of instructor					
*SPA 211—Conversational Spanish		5	0	0	5
Emphasis on the systematic usage of the language orally with all course work, including tests, conducted in an oral form. (No writing required. No labs.)					
Prerequisite: SPA 102 or permission of instructor					

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HEALTH AND PHYSICAL EDUCATION

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
*HEA 101—Personal and Community Health The development of all aspects of personal and community health with underlying science to clarify and support health education. Prerequisite: None	5	0	0	5
*HEA 102—First Aid and Safety A basic course in health education designed to teach fundamentals of administering first aid. Emphasis is placed on accident prevention and practical application as recommended by the Red Cross. Prerequisite: None	3	0	0	3
*HCC 110—Canoeing A course that gives instruction in the safe and correct handling of the canoe, in selection and care of equipment, in accessory selection, and in trip planning. Emphasis is placed on student competency planning, direction, safety, and instruction of canoeing activities. Prerequisite: Ability to swim 50 yards; remain afloat in deep water, fully clothed, for minutes, or permission by the instructor.	1	4	0	3
*HRC 201—Introduction to Recreational Services Introduces the basic fundamentals of the nature, scope, and significance of organized recreational services. This course includes study of factors involved in the operation of basic recreation units, major program areas, organizational patterns, and interrelationship of special agents, and institutions which serve the recreational needs of society. Prerequisite: None	5	0	0	5
*HRC 202—Outdoor Recreation, Camp Counseling, and Camping Includes study of the history development and trends of outdoor recreation, conservation, camp counseling, and organized camping. Emphasis is on organized camping programs and the development of outdoor skills related to camping, camp counseling, camping arts and crafts skills, and an appreciation of nature's out-of-doors. Camp practicum required. Prerequisite: None	5	0	0	5
*PDE 250—Principles of Physical Education This course is designed to give physical education major or minor an introduction to Physical Education and related areas, including the historical background, fundamental concepts, program content, training qualifications, and professional opportunities in the field. Prerequisite: None	5	0	0	5
The following are co-educational "Service" courses in which history, fundamental skills, rules of play, and recreational aspects will be presented. The following courses only shall fulfill the graduation requirements of three (3) quarter hour credits. (See Physical Education Requirements.)				
*PDI 101—Physical Conditioning and Wellness I Provides the knowledge and the optimal development of physical fitness concepts as relates to a wellness lifestyle. Emphasis is on the assessment and improvement of the individual's fitness, and to convey health and fitness knowledge. Systems of fitness and wellness are discussed with activity emphasis on calisthenics and jogging. Prerequisite: None	2	0	0	1

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COURSE TITLE	Hours Per Week				Quarter
	Class	Lab	Shop	Hours	Credit
*PED 102—Softball	2	0	0	1	
This course includes a study of the rules of softball, followed by instruction and practice in the basic skills and game play situations. Standard uniform required.					
Prerequisite: None					
*PED 103—Soccer	2	0	0	1	
This course introduces the student to the basic skills, fundamental techniques, and strategy of soccer. Standard uniform required.					
Prerequisite: None					
*PED 104—Social and Square Dance	2	0	0	1	
An introduction to folk, square, and social dance. The course includes a brief history of dance, followed by instruction and practice in basic dance techniques. Emphasis will be placed in Square Dance.					
Prerequisite: None					
*PED 105—Volleyball	2	0	0	1	
This course includes instruction and practice in the basic skills, strategy, and application of rules for volleyball. Standard uniform required.					
Prerequisite: None					
*PED 106—Flag Football	2	0	0	1	
Study of fundamental rules, and instruction and practice in the skills and strategies of flag football. Standard uniform required.					
Prerequisite: None					
*PED 107—Basketball	2	0	0	1	
This course introduces the student to various rules, skills, and fundamental techniques of basketball. Standard uniform required.					
Prerequisite: None					
*PED 108—Archery	2	0	0	1	
This course is designed to provide the student with basic techniques and knowledge on target archery.					
Prerequisite: None					
*PED 109—Tennis	2	0	0	1	
This course includes a brief history and study of the rules of tennis, followed by instruction and practice in the basic fundamentals of the serve, backhand and forehand. Students must provide their own tennis balls. Standard uniform required.					
Prerequisite: None					
*PED 110—Beginning Swimming	2	0	0	1	
Beginning swimming is a basic course designed for the non-swimmer. It includes basic skills such as floating, crawl stroke, elementary back stroke, and drown proofing. Fees charged.					
Prerequisite: Must be a non-swimmer					
*PED 111—Physical Conditioning by Circuit Training	2	0	0	1	
A second course in physical conditioning designed to provide the student with advanced participation in physical conditioning and circuit training, and develop a personal physical maintenance program using a prescribed set of exercises. Standard uniform required.					
Prerequisite: None					

COURSE TITLE	Hours Per Week				Quarter Hours
	Class	Lab	Shop	Credit	
*ED 113—Bowling	2	0	0	1	
A course in bowling that includes a brief history of bowling followed by instruction and practice in the basic skills of bowling. Spot method of bowling taught and spare pick-up methods emphasized. Fee charged.					
Prerequisite: None					
*ED 115—Golf	2	0	0	1	
A course that includes a brief history of golf, a study of rules, followed by instruction and practice in the basic and fundamental skills of the game. Students must provide their own golf balls.					
Prerequisite: None					
*ED 116—Introduction to Tumbling	2	0	0	1	
An introductory course involving the development of fundamental motor skills in stunts and tumbling. Emphasis is on personal enjoyment as well as self-confidence and good body mechanics through coordination, rhythm, and balance. Uniform required.					
Prerequisite: None					
PED 117—Weight Training	2	0	0	1	
Introduction to the proper skills in the execution of the various lifts and instructions in the health and safety factors that are related to the development of an individualized weight training program. Standard uniform required.					
Prerequisite: None					
*ED 118—Racquetball	2	0	0	1	
A beginning course in Racquetball covering a brief history study of the rules, basic strokes, serving, and basic strategy involved in singles and doubles play. Standard uniform required. Fee charged.					
Prerequisite: None					
*ED 126—Aerobic Dance	2	0	0	1	
Aerobic Dance is a physical fitness program that offers complete and effective conditioning. This method includes musically oriented exercises and dance steps.					
Prerequisite: None					
*ED 127—Beginning Jazz Dance	2	0	0	1	
This is a beginning level course in the study of jazz dance. The class is designed to give the student an overall view of basic jazz dance technique and a brief look at the history of jazz dance. The course will also include a look at the creative aspect of dance and choreography. Emphasis will be placed on the development of coordination, flexibility, balance, control and rhythmic awareness.					
Prerequisite: None					
*ED 208—Badminton	2	0	0	1	
This course includes a study of the rules of badminton and deck tennis, followed by instruction and practice in the fundamentals and strategy of both recreational sports. Standard uniform required.					
Prerequisite: None					
*ED 209—Tennis II	2	0	0	1	
A second course in tennis designed for students who desire to increase their knowledge of strategy and techniques. Emphasis is placed on further developing skills in the forehand, backhand, and service strokes. The lob volley and half volley strokes and the twist serve will be introduced.					
Prerequisite: PED 109 or permission of instructor					

COURSE TITLE	Hours Per Week			
	Class	Lab	Shop	Quart Hour Cred

***PED 216—Introduction to Gymnastics**

2 0 0 1

A course designed to provide continuation of skill development from the beginning level to include introductory work on the apparatus and floor exercises. Standard uniform required.

Prerequisite: PED 116 or permission of the instructor

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HUMANITIES

CURSE TITLE		Hours Per Week			Quarter Hours Credit
		Class	Lab	Shop	
*ENG 201—English Literature	The study of English Literature from Beowulf to the Romantic Period. Prerequisite: ENG 103 or permission of instructor	5	0	0	5
*ENG 202—English Literature	A study of English literature from the Romantic Period through the Modern Period. Prerequisite: ENG 103 or permission of instructor	5	0	0	5
*ENG 203—American Literature	A survey of representative American writers from the Colonial Period to 1865. Prerequisite: ENG 103 or permission of instructor	5	0	0	5
*ENG 204—American Literature	A survey of representative American writers from 1865 until the present. Prerequisite: ENG 103 or permission of instructor	5	0	0	5
*ENG 205—World Literature	A survey of world literature from ninth century B.C. to the Renaissance. Prerequisite: ENG 103 or permission of instructor	5	0	0	5
*ENG 206—World Literature	A survey of world literature from the Renaissance to the present. Prerequisite: ENG 103 or permission of instructor	5	0	0	5
*ENG 212—Film Appreciation and History	This course provides introductory film experiences and attempts to develop a visual literacy that will enable students to view films selectively and critically. The course will provide background on film terminology and history. The relationships between cinematic form and content will also be examined. Prerequisite: ENG 103 or permission of instructor	5	0	0	5
*PHI 201—Introduction to Philosophy	An introduction to the basic problems of human thought and the analyses of fundamental issues underlying daily life. Prerequisite: None	5	0	0	5
*REL 101—Introduction to the Old Testament	A study of religious thought and instruction in the Old Testament. Emphasis will be placed on the historical, literary and contemporary theological understanding of the biblical text. Prerequisite: None	5	0	0	5
*REL 102—Introduction to the New Testament	A study of the life and teachings of Jesus and of the beginning of church life and thoughts reflected in the New Testament. The social and cultural environment of Christianity is considered in addition to historical, theological, and literary inquiries.	5	0	0	5
*SPA 212—Spanish Civilization: Spain and Latin America	Cultural aspects of the Spanish-speaking nations. This course is taught in English. Not to satisfy the language requirement. Prerequisite: None	5	0	0	5
*SPA 220—Spanish Literature in Translation	Selected works of Spanish Literature translated into English with all class and course work conducted in English. Will partially satisfy the literature requirement in the Humanities. (See the General Education Requirements) Prerequisite: None	5	0	0	5

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COURSE TITLE		Hours Per Week	Quar-	
		Hour		
	Class	Lab	Shop	Credi
*SPA 221—Spanish-American Literature in Translation		5	0	0
Selected works of Spanish-American literature translated into English with all class and course work conducted in English. Will partially satisfy the literature requirement in the Humanities. (See the General Education Requirements.)				5
Prerequisite: None				
*SPH 201—Fundamentals of Speech	3	0	0	3
The study and practice of oral communication. Emphasis is on elementary physiology of speech, basic speech skills, speech composition, preparation, and presentation.				
Prerequisite: ENG 101 or ENG 121 or permission of instructor				
*SPH 202—Voice and Diction	5	0	0	5
A course designed to develop the voice through emphasizing correct breathing, pitch and volume control, clear articulation, and correct pronunciation.				
Prerequisite: None				
*SPH 206—Oral Interpretation of Literature	5	0	0	5
Development of the student's oral ability to communicate various types of written material with understanding and appreciation. Involves the discussion and application of the techniques of oral reading of poetry, prose, and drama. Designed to enhance the student's appreciation of words, ideas, and beauty in all forms of literature.				
Prerequisite: There is no prerequisite, but SPH 202 is recommended				
*SPH 210—Fundamentals of Oral Communication	5	0	0	5
Basic oral communication concepts. Applications and practice in interpersonal, small group, and audience situations.				
Prerequisite: ENG 101 or ENG 121 or permission of the instructor				

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MACHINIST

CURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
MC 1101—Machine Shop Theory & Practice	3	0	15	8
An introduction to the metalworking trade as it relates to machining operations. The student will be oriented to the machine shop, safety, basic hand tools, and shop measuring instruments. Operations on engine lathes, drilling machines, metal cutting saws, milling machines, and bench grinders will also be covered.				
Prerequisite: None				
MC 1101A—Machine Shop Theory and Practice	2	0	4	3
To instruct individuals that have had no formal training in the operation and proper use of standard basic machine tools. This would encompass safety, hand tool grinding, the operation of the drill press, lathe, milling machine and precision grinders. To additionally give upgrading information to anyone desiring to expand his or her knowledge in the use of a specific standard machine tool or tools.				
Prerequisite: None				
MC 1101B—Machine Shop Theory and Practice	1	0	3	2
A continuation of 1101A expanding on what has been learned on the lathes and extending into vertical and horizontal milling machines. Safety and normal procedures will be stressed.				
Prerequisite: MEC 1101A				
MC 1101C—Machine Shop Theory and Practice	0	0	8	3
A continuation of 1101B expanding on what has been learned on the lathes and extending into vertical and horizontal milling machines, precision grinding and cutter grinding, safety and normal procedures will be stressed.				
Prerequisite: MEC 1101B				
MC 1102—Machine Shop Theory and Practice	3	0	12	7
An introduction to the assembly of parts, fits, hand broachs, screw and tap extractors, set-up equipment, inspection tools, gauges, buffing and polishing, and surface grinders. Continued instruction in the use of precision measuring tools, selection of speeds and feeds, reciprocating and continuous band cut-off saws, contour band saws, lathes, power drills, and milling machines.				
Prerequisite: MEG 1101				
MC 1102A—Machine Shop Theory and Practice	2	0	3	3
A more detailed study and practice in the use of mills, grinders, and CNC equipment. Cutter geometry, cutter grinding and precision inspection will be practiced.				
Prerequisite: MEC 1101C				
MC 1102B—Machine Shop Theory and Practice	1	0	3	2
A continuation into more detailed operations and practices concerning all standard machine tools. Cutter grinding and CNC milling will be practiced also.				
Prerequisite: MEC 1102A				
MC 1102C—Machine Shop Theory and Practice	0	0	6	2
Continuing detailed operations on all standard machine tools. Dividing attachments and cutter geometry will be stressed.				
Prerequisite: MEC 1102B				
MC 1103—Machine Shop Theory and Practice	3	0	12	7
Additional instruction and practice in the use of precision measuring tools, milling machines, and surface grinders. Practice in setting up and coolants. Instruction and practice in the use of power feed drills and abrasive saws.				
Prerequisite: MEC 1102				

COURSE TITLE		Hours Per Week	Quart	
		Class	Hour Lab Shop	Cred
MEC 1103A—Machine Shop Theory and Practice	2 0 3 3			
A continuation of MEC 1102C to refine the abilities of the learner in the use of machine tools including abrasive machining and CNC milling.				
Prerequisite: MEC 1102C				
MEC 1103B—Machine Shop Theory and Practice	1 0 3 2			
A continuation of previously learned skills always getting more involved in the technical aspects and procedures to better enable the learner to operate all basic machine tools efficiently.				
Prerequisite: MEC 1103A				
MEC 1103C—Machine Shop Theory and Practice	0 0 6 2			
Delving ever deeper into the techniques and quirks of various machine tools such as CNC and NC machinery and programming. Setups and safety will be stressed.				
Prerequisite: MEC 1103B				
MEC 1104—Machine Shop Theory and Practice	3 0 15 8			
The student will work to required tolerances setting up and operating machine tools. An introduction to turret lathes, advanced milling machine operations, special machining operations, and special machines. Also covered will be grinding specific surfaces using hand, surface and cylindrical grinders, and lapping and honing parts to specified tolerances.				
Prerequisite MEC 1103				
MEC 1112—Machine Shop Practice	1 0 3 2			
To acquaint the student with the procedures of layout work and the correct use of hand and machine tools. Experiences in the basic fundamentals of drill press and lathe operation; hand grinding of drill bits and lathe tools; set-up work applied to the trade.				
Prerequisite: None				
MEC 1118—Introduction to Metals	3 2 0 4			
This course is designed to familiarize the student with the different properties of ferrous and non-ferrous metals. It provides a background for understanding the physical changes and chemical metallurgy of producing metals. Explains the material designation system, classification of steels, trade names and cross reference information for comparable materials. Common shop terms used in treatment of metals will be explained.				
Prerequisite: None				
MEC 1119—Applied Metallurgy	2 0 3 3			
Covers practical metallurgy theory and practice in the treatment of ferrous and non-ferrous metals. Actual practice of heat treatment will be performed on sample materials with emphasis on low and high carbon steels. Relationships between part design and heat treatment will be applied. Testing equipment for verification of correct treatments will be used.				
Prerequisite: MEC 1118				
MEC 1120—Introduction to CNC Machining	2 0 3 3			
To introduce the learner in the history, setup, operation and programming, of numerical and computer numerical controlled machine tools. Concepts, capabilities and applications of CNC are to be explored. Operator controls and indicators, operation setup, M.D.I., and automatic operation modes. Tool holders and changers will be discussed. Different machine cycles such as: Looping, drill cycles, boring, milling, pocketing, etc. will be shown. Safety and machine protection will be stressed at all times.				
Prerequisite: None				
MEC 1133—Electrical and Mechanical Maintenance	3 0 6 5			
To acquaint the student with the basic fundamentals of installation, maintenance and repair of machines. Miscellaneous electrical, mechanical, hydraulic, pneumatic				

COURSE TITLE	Hours Per Week			Quarter
	Class	Lab	Shop	Hours
			Credit	
lubrication devices are installed and maintained. Methods of rigging and machine installation including location, leveling and fastening are covered. The use of precision line distances is stressed for pre-start inspection.				
Prerequisite: DFT 1104, DFT 1113				
MCC 1139—Basic Hydraulics and Pneumatics	2	0	3	3
The basic theories and uses of hydraulic and pneumatic systems, and also, the combination of systems. Basic designs and functions of circuit and motors, controls, electro-hydraulic servo-mechanisms, filtration, accumulators and reservoirs. Installation and maintenance of the components will be made by the student.				
Prerequisite: None				
MCC 1141—Sheet Metal Fabrication	0	0	6	2
Many forms of ducts and pipe intersections formed, transitions, elbow construction, and other sheet metal projects. Shop procedures learned and all sheet metal equipment such as rolls, breaks, shears, stakes, formers utilized. The student becomes proficient in the use of hand tools and operations such as seaming, crimping, riveting, soldering, and measuring.				
Prerequisite: DFT 118				



MASONRY

COURSE TITLE	Hours Per Week			Quart. Hour Credi
	Class	Lab	Shop	
MAS 1101—Bricklaying The history of the bricklaying industry. Clay and shell brick, mortar, laying foundations, laying bricks to a line, bonding, and tools and their uses. Laboratory work will provide training in the basic manipulative skills. Prerequisite: None	5	0	15	10
MAS 1101A—Bricklaying The history of the bricklaying industry. Clay and shell brick, mortar, laying foundations, laying bricks to a line, bonding, and tools and their uses. Laboratory work will provide training in the basic manipulative skills. Prerequisite: None	2	0	4	3
MAS 1101B—Bricklaying The history of the bricklaying industry. Clay and shell brick, mortar, laying foundations, laying bricks to a line, bonding, and tools and their uses. Laboratory work will provide training in the basic manipulative skills. Prerequisite: MAS 1101A	2	0	5	4
MAS 1101C—Bricklaying The history of the bricklaying industry. Clay and shell brick, mortar, laying foundations, laying bricks to a line, bonding, and tools and their uses. Laboratory work will provide training in the basic manipulative skills. Prerequisite: MAS 1101B	1	0	6	3
MAS 1102—Bricklaying Designed to give the student practice in selecting the proper mortars, layout, a construction of various building elements such as foundations, walls, chimneys, arch and cavity walls. The proper use of bonds, expansion strips, wall ties, and caulking methods are stressed. Prerequisite: MAS 1101	5	0	15	10
MAS 1103—General Masonry Layout and erection of reinforced grouted brick masonry lintels, fireplaces, glazed tile panels, decorative stone, granite, marble, adhesive terra cotta, and modular masonry construction theory and techniques. Prerequisite: MAS 1102	5	0	15	10
MAS 1113—Masonry Estimating This is a practical course in quantity "take-off" from prints of the more common types of jobs for bricklayers and masons. Figuring the quantities of materials needed and the costs of building various components and structures. Prerequisite: MAS 1103	3	0	3	4

MATHEMATICS

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
MAT 71—Basic Math Skills I This lecture oriented math course emphasizes the basic skills of reading, adding, subtracting, multiplying, and dividing whole numbers and fractions with appropriate practical applications. Prerequisite: None	5	0	0	(5)
MAT 72—Basic Math Skills II A continuation and extension of the concepts covered in MAT 71. This additional quarter of study allows more time for the practice and understanding of these concepts. Some approaches are repeated while different attacks are incorporated to insure that the student will gain the speed and skill necessary to become proficient. Prerequisite: MAT 71	5	0	0	(5)
MAT 73—Basic Math Skills III A continuation of MAT 71. This lecture oriented course stresses the fundamental skills relating to decimals, ratio and proportion, and percents and their application for personal and business use. Prerequisite: MAT 72	5	0	0	(5)
MAT 81—Mathematics I This course stresses the development of skills in reading numerals and decimals; round whole numbers and decimals; prime and composite numbers; addition, subtraction, multiplication, and division of whole numbers, fractions, mixed numbers, and decimals; practical applications to business problems. Prerequisite: None	5	0	0	(5)
MAT 82—Mathematics II A continuation of MAT 81 stressing the development of skills relating to percent, fractions, and decimals including appropriate applications to business. The English and metric systems of measurement are also studied. Prerequisite: MAT 81	5	0	0	(5)
MAT 83—Mathematics III A continuation of MAT 82 stressing practical applications of mathematics to payrolls, simple and compound interest, price marking, discounts, taxes, installment buying, and other consumer problems. Prerequisite: MAT 82	5	0	0	(5)
MAT 98—Beginning Algebra I This course is the first of three quarter study of beginning and intermediate algebra. Topics include the fundamental operations of real numbers, linear equations and inequalities, operations on polynomials, and factoring polynomials. Formerly MAT 91-95 series) Prerequisite: None	5	0	0	(5)
MAT 99—Beginning Algebra II This course is the second of a three quarter study of beginning and intermediate algebra. Topics include fractions, graphing and systems of linear equations, roots and radicals, and quadratic equations. Formerly MAT 91-95 series) Prerequisite: MAT 98 or permission from instructor	5	0	0	(5)
MAT 100—Intermediate Algebra This course is the third of a three quarter study of beginning and intermediate algebra. Topics include nonlinear equations and inequalities, graphing linear systems of	5	0	0	5

COURSE TITLE		Hours Per Week	Quar Hour		
		Class	Lab	Shop	Cred
MAT 107—Electronic Data Processing Mathematics	5 0 0	5			
equations and inequalities, logarithms, functions and related curves, sequences, series, the binomial theorem, determinants, and Cramer's rule.					
Prerequisite: MAT 99 or equivalent or permission from instructor					
MAT 110—Business Mathematics	5 0 0	5			
This course offers a comprehensive study of place-value, number bases, scientific and floating-point notation, multi-variable linear systems, determinants, Cramer's rule, matrix theory and applications to linear systems; sequences and series, introduction to logic and Boolean algebra, algorithms and iterative techniques.					
Prerequisite: MAT 100					
MAT 121—Introduction to Technical Mathematics	5 0 0	5			
This course offers a brief review of number systems; operations with real numbers; equations; polynomials; factoring; graphing; linear equations; systems of equations and square roots. Designed for the student who has little previous background in algebra. Calculators may be used.					
Prerequisite: One (1) year of high school algebra or permission of instructor					
MAT 122—Technical Mathematics I	5 0 0	5			
This course offers a review of elementary algebra. Major topics include operations with algebraic expressions, solving equations, exponents, powers, roots, radicals, quadratic equations, ratio, proportion and variation.					
Prerequisite: MAT 121 or permission of instructor					
MAT 123—Technical Mathematics II	5 0 0	5			
This course offers a review of basic geometry and geometric applications of measurement, including the metric system. The basic figures will include triangles, quadrilaterals, and circles.					
Prerequisite: MAT 122					
MAT 124—Technical Mathematics III	5 0 0	5			
This course offers an introduction to the trigonometric ratios and their applications to solving right triangles and oblique triangles. Topics will include radian measure, composite angle formulas, trigonometric identities and vectors.					
Prerequisite: MAT 123					
*MAT 151—Contemporary College Mathematics I	5 0 0	5			
This course is designed to introduce to the general or liberal arts student broad areas of mathematics which have contributed to civilization and which may be utilized by him in his endeavors. Major topics include an introduction to sets, logic, probability, statistics, the metric system, algebra and computers. (Formerly MAT 100)					
Prerequisite: One unit of high school algebra or MAT 99					
*MAT 152—Contemporary College Mathematics II	5 0 0	5			
This course is a continuation of MAT 151. Major topics include an introduction to permutations, combinations, abstract mathematical systems, numeration systems, the real number system, analytic geometry, plane geometry, and consumer mathematics. (Formerly MAT 101)					
Prerequisite: MAT 151					

COURSE TITLE	Hours Per Week			Quarter	Hours Credit
	Class	Lab	Shop	Hours	
IAT 161—College Algebra				5 0 0	5
This course offers a brief introduction to the algebra of sets, an axiomatic development of the real number system, and a rapid review of elementary algebra. Major topics include linear and non-linear inequalities, equations involving radicals, theory of equations, determinants and matrices and their applications, the binomial theorem, and the complex number system. Additional topics may include permutations and combinations, exponential functions, and logarithms. (Formerly MAT 102)					
Prerequisites: Two units of high school algebra, MAT 100, or equivalent					
IAT 162—Trigonometry				5 0 0	5
This course offers an introduction to the unit circle approach to trigonometry. Topics include analytical and graphical study of the properties and applications of the trigonometric functions; the study of vectors, complex numbers, the polar coordinate system, inverse trigonometric functions, and the application of logarithms. (Formerly MAT 103)					
Prerequisite: MAT 161 or equivalent					
IAT 250—Introductory Statistics				4 2 0	5
This course relates general concepts and methods in statistics with applications to contemporary life. Topics include introduction to statistical thought, descriptive statistics, elementary probability, problems of sampling and inference, confidence intervals, testing of hypotheses, regression, correlation, and selected basic statistical techniques.					
Prerequisite: MAT 161 or equivalent					
IAT 251—Statistics Laboratory I and Directed Study				0 2 0	1
A laboratory program which is individually designed to meet the needs of the student in his interests or chosen field. Selected problems and topics will be assigned.					
Prerequisite: MAT 250 or equivalent					
IAT 252—Statistics Laboratory II and Directed Study				0 2 0	1
This course is a continuation of MAT 251, giving the student an opportunity for a greater, in-depth study of problems and statistical techniques.					
Prerequisite: MAT 251					
IAT 261—Calculus and Analytic Geometry I				5 0 0	5
This course is the first of a four quarter study of analytic geometry and calculus. The topics include: the analytic geometry of the line and circle; functions and graphs; the unit circle approach to trigonometry; limits and continuity including the epsilon-delta approach; the derivative of algebraic and trigonometric functions; applications of the derivative to curve sketching and to problems of maxima and minima and related rates; differentials and the applications of differentials; Rolle's Theorem; the Mean Value Theorem; an introduction to the integral; and The Fundamental Theorem of Integral Calculus. Formerly MAT 201)					
Prerequisites: MAT 161 and MAT 162 or permission of the Dean of College Transfer Education					
IAT 262—Calculus and Analytic Geometry II				5 0 0	5
This course is the second of a four quarter study of analytic geometry and calculus. The topics include: the application of integrals to area problems, volumes of solids, arc length, work, force, moments and center of mass; differentiation, integration and applications of exponential, logarithmic, hyperbolic functions and their inverses;					
Aproved for fulfilling degree requirements for college transfer					

COURSE TITLE	Hours Per Week	Quarter Hour	Class	Lab	Shop	Credit
differentiation, integration and applications of inverse trigonometric functions; techniques of integration, indeterminate forms; improper integrals, and numeric integration. (Formerly MAT 202)						
Prerequisite: MAT 261 or equivalent						
*MAT 263—Calculus and Analytic Geometry III	5	0	0	5		
This course is the third of a four quarter study of analytic geometry and calculus. The topics include: infinite series with tests for convergence, divergence, and condition of convergence, series of functions, differentiation and integration of series, the Taylor Maclaurin and binomial series; the analytic geometry of the ellipse, parabola and hyperbola including translation and rotation of axes; polar coordinates and graphs including derivatives, integrals and applications; parametric equations; vectors in the plane and applications; and vectors in space, analytic geometry in space, velocity, acceleration and curvature, quadric surfaces, and cylindrical and spherical coordinates. (Formerly MAT 203)						
Prerequisite: MAT 262 or equivalent						
*MAT 264—Calculus and Analytic Geometry IV	5	0	0	5		
This course is the fourth of a four quarter study of analytic geometry and calculus. The topics include: Functions of two or more variables. Partial derivatives including approximations by differentials, maxima and minima, and directional derivatives; multiple integrals and their applications; vector calculus including Green's Theorem, and Stokes' Theorem; and differential equations and their applications. (Formerly MAT 204)						
Prerequisite: MAT 263 or equivalent						
*MAT 265—Differential Equations	5	0	0	5		
A study of first-order differential equations and their applications; linear equations of higher order; applications of second-order equations, including simple harmonic motion, damped motion, and forced motion; equations with variable coefficients, Laplace transforms, systems of linear equations and their applications. (formerly MAT 205)						
Prerequisite: MAT 264						
MAT 1101—Fundamentals of Mathematics	5	0	0	5		
This course includes an analysis of basic operations: addition, subtraction, multiplication, and division, a study of whole numbers, fractions, decimals, and percentages. Each MAT 1101 course is catered to a select discipline, with specific emphasis on the needs of the students in that curriculum. Special topics may be covered with application to a select subject area. Application for some curriculum may include an introduction to algebra and formulas used in trades. Prerequisite: Satisfactory scores on placement tests						
MAT 1102—Applied Mathematics	5	0	0	5		
A continuation of MAT 1101. This course emphasizes basic algebra and geometry. Topics include introduction to algebraic expressions, polynomials, solving equations and their application, fundamental geometric properties and definitions, plane and solid figures, construction of lines, angles, and plane figures including area and volume. Geometric principles are applied to shop operation. Prerequisite: MAT 1101, for drafting and machinists students only						
MAT 1103—Applied Trigonometry	3	0	0	3		
This course involves the practical application of trigonometry to the building trades. Topics include trigonometric ratios, use of the calculator, solving right triangles, etc.						

*Approved for fulfilling degree requirements for college transfer

COURSE TITLE	Hours Per Week				Quarter Hours
	Class	Lab	Shop	Credit	
oblique triangles with the law of Sine and Cosine, polar coordinates with their application. Prerequisite: MAT 1102 for drafting students					
MAT 1112—Building Trades Mathematics	3	0	0	3	
This course offers practical problems dealing with volumes, weights, and ratios; mensuration; and basic estimating practices for building materials. Prerequisite: MAT 1101					
MAT 1115—Electrical Mathematics I	5	0	0	5	
This course analyzes basic concepts and arithmetic operations for rational and real numbers, with emphasis on skills in solving electrical circuits and electronics problems. Basic mathematical manipulations are studied as they relate to Ohm's Law and other electrical formulas. Other topics include powers of ten, scientific notation, roots, tables and their interpretation, basic trigonometric functions, and logarithms. Prerequisite: Satisfactory scores on placement tests					
MAT 1116—Electrical Mathematics II	5	0	0	5	
This course is a continuation of MAT 1115. Topics include basic algebra as applied to electrical theories, plane vectors, alternating current, and additional study in basic operations. Prerequisite: MAT 1115					
MAT 1122—Machinists Mathematics I	3	0	0	3	
This course is designed to acquaint the machinist with the mathematical tools most useful to the trade. The area of Metric Measurement, Ratio and Proportions, Basic Trigonometry and Fundamental Geometry are utilized in the application of practical machine trade problems. Prerequisite: MAT 1101, 1103					
MAT 1123—Machinists Mathematics II	3	0	0	3	
This is the second of two mathematics courses designed to acquaint the machinist with the mathematical tools most useful to the trade. The course will enhance the topics of the first course. The content herein will also cover the topics of indexing Helix angles, angle measuring of various types, cutting speeds plus some time in numerical control familiarization. Prerequisite: MAT 1122					



MEDICAL LABORATORY TECHNOLOGY

COURSE TITLE	Hours Per Week			Quar-
	Class	Lab	Clinic	Hour
MLT 100—Orientation to Medical Technology	2	0	0	2
An introduction to the field of medical technology. This course will introduce persons who have a basic interest in medical technology to various aspects of applied laboratory medicine. The course will present laboratory organization, career opportunities, related fields, fundamental laboratory procedures, and professional education and training of those who work in the clinical laboratory.				
Prerequisite: Admission to MLT Program or permission of instructor.				
MLT 101—Introduction to the Clinical Laboratory	3	2	0	4
Fundamental concepts and techniques of the clinical laboratory; basic skills in blood collecting techniques, quality control measurements; identification, care and use of laboratory equipment; study of personal relations between technician and patient, doctors, nurses.				
Prerequisite: MLT 100				
MLT 102—Hematology I	5	6	0	7
Study of the formation and morphology of the cellular elements of the blood; blood counts and staining techniques. A review of the urinary system and study of physical, chemical and microscopic elements of the urine.				
Prerequisite: MLT 101				
MLT 104—Principles of Organic & Biochemistry	3	3	0	4
Introduction to the fundamental principles of organic chemistry and of biochemistry. Emphasis is placed on structure and nomenclature of organic compounds, carbohydrates, lipid, protein, and nucleic acid chemistry. Basic enzyme, hormone, and vitamin structures and functions will be introduced.				
Prerequisite: CHE 161, 162 and MLT 101				
MLT 201—Hematology II	3	6	0	5
Emphasis is on the abnormalities of the blood cells in hematological disorders; discussion of various anemias and leukemias; concepts of the coagulation mechanism and causes and identification of hemorrhagic diseases.				
Prerequisite: MLT 102				
MLT 202—Clinical Chemistry I	3	3	0	4
Study of the quantitative analysis of the chemical components of blood serum, plasma and other body fluids and their variations in health and disease; study of gravimetric, titrimetric, colorimetric, spectrophotometric, and automated procedures.				
Prerequisites: MLT 101, 104 and CHE 161, 162				
MLT 204—Clinical Chemistry II	3	4	0	5
Continuation of the study of the quantitative analysis of the chemical components of blood serum, plasma, and other body fluids and their variation in health and disease.				
Prerequisites: MLT 202				
MLT 207—Clinical Microbiology I	5	6	0	7
Study of the history, classification and morphology of bacteria; introduction to staining and identification of the pathogenic bacteria; study of aerobes and anaerobes. Basic concepts of the antigen-antibody reaction: immunological techniques used in serodiagnostic testing include precipitation, agglutination, flocculation, and complement fixation procedures.				
Prerequisites: MLT 100				
MLT 208—Clinical Microbiology II	3	2	0	4
Study of the history, classification and morphology of parasites, fungi and yeasts, viruses and study of their pathogenesis in man.				
Prerequisite: MLT 207				

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Clinic	Credit
MLT 210—Immunohematology An introduction to blood banking; blood groups and types, compatibility testing and processing of blood for transfusions. Prerequisite: MLT 207	2	3	0	3
MLT 212—Preclinical Seminar This course is designed to assist the MLT student in adjusting to the professional responsibilities that will be faced in the Clinical Practice courses (MLT 218, 220, 222) and as a certified MLT. Areas covered include CPR, communication skills, employment skills, review of basic phlebotomy, and Clinical Practice policies. Prerequisites: Satisfactory completion of all first through fourth quarter courses in the MLT curriculum.	3	0	0	3
MLT 218—Clinical Practice Clinical practice performed in clinical hospital laboratory setting. Work performed under direct supervision of laboratory supervisor. Prerequisites: MLT courses MLT 100 thru MLT 210	0	0	40	13
MLT 220—Clinical Practice Clinical practice performed in clinical hospital laboratory setting. Work performed under direct supervision of laboratory supervisor. Prerequisite: MLT 218	0	0	40	13
MLT 222—Clinical Practice Clinical practice performed in clinical hospital laboratory setting. Work performed under direct supervision of laboratory supervisor. Prerequisite: MLT 220	0	0	40	7



NURSE EDUCATION

COURSE TITLE	Hours Per Week			Quart
	Class	Lab	Clinic	Hour
	4	0	9	7
NUR 100—Nursing Transition				
A course designed to enable the licensed practical nurse to demonstrate proficiency in nursing suitable for awarding of advanced standing in the Associate Degree Nursing Program. Areas of content include the role and scope of practice of the registered nurse, nursing process and care planning, as well as care of the elderly, and clients with alteration in hormonal balance, cell growth, cerebral and peripheral vascular systems, and gastrointestinal and genitourinary function.				
NUR 101—Fundamentals of Nursing	6	9	0	9
A sequence of planned learning experiences designed to develop the basic knowledge, understanding, and skills of nursing care. Directed toward aiding the development of skill in human relationships; imparting knowledge of the importance of physical, chemical, and bacteriological hazards in the environment of the individual; learning to observe, identify, report, and record significant information accurately and objectively; developing skill in the problem-solving process; and knowing the philosophy, objectives, and purpose of the Associate Degree Program and how it is related to other patterns in basic nursing education. This course will also serve to introduce the student to school life and study emphasizing techniques of learning, student life, academic regulations, and assist them in understanding the objectives and functions of Coastal Carolina Community College as it relates to the State, the Community and the student.				
Prerequisite: Successful completion of Nursing Mobility Profile I				
NUR 102—Nutrition	3	0	0	3
This course presents a study of basic facts from the field of nutrition with emphasis on application to the planning of balanced diets to meet the needs of individuals at various life stages and in altered states of body structure and/or function. The responsibilities of health workers in promoting good nutrition is stressed.				
Prerequisite: Admission to ADN Program				
NUR 103—Introduction to Nursing of Adults in Health and Illness	5	12	0	9
The course is designed to assist the student to use the beginning concepts and basic principles of nursing care. The student is introduced to the nature of nursing and its role in the care of patients. The problem solving process guides her in making judgments and administering nursing care. Beginning concepts of communication skills, community health, aseptic and sterile technique, pharmacology, safety, body mechanics and body processes with common interruptions of function are threaded through the course. Selected therapeutic measures are taught and the development of beginning skills in the area is expected.				
Prerequisites: NUR 101, NUR 102, BIO 121, PSY 201				
NUR 104—Nursing of Adults in Health and Illness I	6	12	0	10
This course is designed to assist the student to apply the nursing process to patients requiring assistance in adapting to stressors of cerebral and peripheral vascular, gastrointestinal and genito-urinary dysfunctions. The physical, social and psychological development of the elderly client is studied from a nursing approach. Concepts of rehabilitative nursing are introduced. Refinement of skills in the performance of therapeutic measures and basic nursing procedures already learned will be emphasized.				
Prerequisites: NUR 103, BIO 122, PSY 202				
NUR 105—Behavioral Disorders	10	18	0	8
A study and application of concepts of mental health/illness in working with a psychologically impaired client. This course is designed to allow the learner to observe the behavior of and to interact with patients in a psychiatric hospital setting so as to increase the student's communication skills and understanding of human behavior. The role of the nurse in community mental health nursing is introduced.				
Prerequisites: NUR 104, PSY 203, BIO 123				

COURSE TITLE	Hours Per Week				Quarter Hours
	Class	Lab	Clinic	Credit	
NUR 206—Maternal and Child Care	6	15	0	11	
Deals with the physiological, psychological, emotional, social, and spiritual factors involved in the care of mothers, infants, and children. The family unit serves as the framework for the study of nursing care of mothers during the childbearing process and of infants and children. Emphasis is on normal growth and development from infancy through adolescence and the developmental tasks needed for childbearing, as well as nursing, intrapartal periods and of the child from wellness to altered states of health. Common complications and concurrent illnesses of the childbearing process are presented. Common childhood diseases and congenital defects are also presented in relationship to growth and development.					
Prerequisite: NUR 105					
NUR 207—Nursing of Adults in Health and Illness II	6	15	0	11	
Continues the learning experiences involving patients with advanced nursing problems in all age groups primarily with disorders of the blood, musculoskeletal, cardiovascular and pulmonary systems and the eye and ear. Patient teaching, pharmacology, diagnostic methods, medical-surgical management and psychological responses to the various disorders are integrated.					
Prerequisite: NUR 206, SOC 201, ENG 101					
NUR 208—Nursing of Adults in Health and Illness III	6	18	0	12	
Continues the learning experience involving patients with advanced nursing problems in all age groups with disorders of the neurological and integumentary systems, and in burns. Disorders of the cardiovascular and pulmonary systems are expanded to include nursing problems in the critical care areas. Disaster and emergency nursing is also discussed. Clinical experiences during this quarter expose the student to the critical care area of the general hospital and provide leadership application of principles covered in Nursing Seminar.					
Prerequisite: NUR 207, ENG 102					
NUR 209—Nursing Seminar	2	0	0	2	
Introduces the student to leadership styles and skills. Approaches to patient care are discussed. Presents aspects of the legal ramifications of nursing, nursing education and nursing as a profession. Discusses current trends and issues in nursing. This course is designed to assist the nursing student in adjusting to the professional responsibilities of the registered nurse.					
Prerequisite: NUR 207, ENG 102					
NUR 1001—Fundamentals of Nursing	9	9	0	12	
Introduces the basic principles and practices essential for the provision of safe nursing care. Concepts of health care including performance of basic nursing skills, management of the environment, communication skills, and mental health concepts are addressed. The historical development of the role of the practical nurse with emphasis on ethical responsibilities is presented.					
Prerequisite: Admission requirements					
Prerequisites: NUR 1002, 1003					
NUR 1002—Anatomy and Physiology	6	0	0	6	
Study of the structure and functions of the human body through a body systems approach. Principles of microbiology and chemistry are integrated as they relate to physiology.					
Prerequisite: Admission requirements					
Prerequisites: NUR 1001, 1003					
NUR 1003—Nutrition and Diet Therapy	3	0	0	3	
Study of basic nutrition to include the processes of ingestion, digestion, absorption					

COURSE TITLE		Hours Per Week	Quart	Hour	
		Class	Lab	Clinic	Cred
	and metabolism. Required nutrient intake throughout the life cycle and dietary intervention for alterations in body processes are addressed.				
Prerequisite:	Admission requirements				
Corequisites:	NUR 1001, 1002				
NUR 1005—Medical Surgical Nursing I		10	0	0	10
Introduces health problems of adults requiring medical or surgical intervention. The use of the nursing process to plan nursing care to meet biopsychosocial needs presented. Clinical experiences caring for clients with symptoms common to illness and surgical intervention, cancer, allergic conditions, skin disorders, gerontological conditions, and respiratory and cardiovascular disorders are assigned to correlate theory learned with actual practice.					
Prerequisites:	Satisfactory completion of all first quarter courses				
Corequisites:	NUR 1007, 1008				
NUR 1006—Pediatrics Nursing		5	0	0	5
The unique aspects of child care as influenced by the principles of growth and development from infancy through adolescence are studied. Using the nursing process, the student learns knowledge and skills to meet the needs of selected clients with disorders and problems as they relate to various age groups. The effects of hospitalization on the child and parents are also presented.					
Prerequisites:	Satisfactory completion of all first and second quarter courses				
NUR 1007—Medical Surgical Nursing I Practicum		0	0	15	5
Provides clinical experience in the care of adult medical surgical clients. The learner identifies basic needs, assesses the client, and organizes and implements nursing care. Emphasis is placed on developing competency in performance of entry level practice skills.					
Prerequisites:	Satisfactory completion of all first quarter courses				
Corequisites:	NUR 1005, 1008				
NUR 1008—Pharmacology and Drug Therapy I		3	0	0	3
Presents the laws governing drug standards and dispensing of medications. Introduces the principles and basic skills of medication preparation and administration. Includes dosage computation.					
Prerequisite:	Satisfactory completion of all first quarter courses				
Corequisites:	NUR 1005, 1007				
NUR 1010—Obstetrics Nursing		5	0	0	5
Introduces the student to basic concepts of maternity nursing. A study of nursing problems is presented during the normal, and complicated child-bearing cycle, with emphasis on the normal maternity cycle. From a holistic approach, the student obtains knowledge and skills to meet the nursing needs of the maternity client and the family unit by using the nursing process.					
Prerequisite:	Satisfactory completion of Winter quarter				
Corequisite:	NUR 1011				
NUR 1011—Pediatrics and Obstetrics Nursing Practicum		0	0	15	5
Provides opportunities for supervised clinical experiences with selected clients to acquire knowledge and skills in the nursing care of the childbearing family throughout the maternity cycle and the child from newborn through adolescence. Utilization of the nursing process, development of competency in nursing skills performance and development of nursing care plans continues to be emphasized.					
Prerequisites:	Satisfactory completion of all first and second quarter courses				
Corequisites:	NUR 1006, 1010				

COURSE TITLE	Hours Per Week				Quarter Hours
	Class	Lab	Clinic	Credit	
UR 1012—Pharmacology and Drug Therapy II	2	0	0	2	
Continues the learning experience pertinent to medication administration. Major classification of drugs are presented with emphasis on drug action, therapeutic uses, dosage, route of administration and nursing implication.					
Prerequisite: Satisfactory completion of all third quarter courses					
Corequisites: NUR 1013, 1014, 1015					
UR 1013—Nursing Seminar	2	0	0	2	
Provides the learner with information to facilitate the transition from student to graduate. Emphasis is placed on current issues and trends faced by today's Licensed Practical Nurses.					
Prerequisites: Satisfactory completion of all third quarter courses					
Corequisites: NUR 1012, 1014					
UR 1014—Medical Surgical Nursing II	9	0	0	9	
Continues the learning experiences involving health problems of adults requiring medical or surgical intervention. The use of the nursing process to provide nursing care to meet biopsychosocial needs is presented. Clinical experience caring for clients with diseases and disorders of the nervous system and sensory organs, the musculoskeletal, endocrine, and genitourinary system, and the gastrointestinal system and accessory organs are assigned to correlate theory learned with actual practice.					
Prerequisite: Satisfactory completion of all third quarter courses					
Corequisites: NUR 1012, 1015					
JR 1015—Medical Surgical Nursing II Practicum	0	0	18	6	
Provides clinical experience in the care of adult medical surgical clients having more complex alterations in homeostasis. Skill in oral and intramuscular medication administration is developed by passing medication to selected clients.					
Prerequisites: Completion of all third quarter courses					
Corequisites: NUR 1012, 1014					



NURSE ASSISTANT EDUCATION

COURSE TITLE	Hours Per Week			Quar Hour Class	Crea Clinic
	Class	Lab	Clinic		
PML 1001—Nurse Assistant Education 30 hr/week for 11 weeks (10 lecture hours) (20 clinical and lab hours) Presents knowledge and skills in basic nursing care and procedures. Introduces basic knowledge of anatomy and physiology. A basic knowledge of effective interpersonal relationships and the moral, legal, and ethical responsibilities of the Nurses' Assistant is included. Attention is focused on the role of the Nurses' Assistant on the Nursing Team in caring for selected patients. Basic nursing care and procedures are practiced in the clinical setting with direct supervision. Prerequisite: Admission requirements	10	5	15		17



PARALEGAL TECHNOLOGY

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
EG 110—Professional Responsibility	3	0	0	3
A study of the legal profession's obligations to clients, the courts, and the public. This course will include the concepts of the ethics of the legal profession, ethical problems that may be encountered in the practice of law, with special emphasis on the unauthorized practice of law, and the Code of Professional Responsibility. Prerequisite: None				
EG 111—Legal Research and Writing	3	2	0	4
A course designed to acquaint students with the methods of legal research and provide students a working familiarity with legal resource material and research aids. Emphasis is placed on developing skills and techniques in locating, analyzing, interpreting, and synthesizing constitutions, statutes, case law, and administrative regulations. Skill in legal draftsmanship, to include interoffice memoranda, various legal and court documents, and legal briefs will be developed. Experience will be given in using case reports, special reports, digests, citators, encyclopedias, annotations, periodicals, treatises, restatements, hornbooks, and computer aided research. Prerequisite: None				
EG 113—Family Law	3	0	0	3
A study of the basic substantive law of the marital relationship, divorce, annulment, legal separation (court decreed and consensual), child custody, adoptions, guardianships, paternity, support and non-support of spouses and children, and procedures in contested and uncontested divorces. Emphasis will be on: the use of forms in family law matters; the preparation of pleadings, separation agreements, and proposed decrees; filing and notice requirements, interviewing and collecting data. Prerequisite: None				
EG 115—Real Property Law	3	2	0	4
A study of the fundamental principles of real estate law; including property rights and interests in land, possession problems, liens, estates, tenancies, conveyancing, recordation of title search and examination, deeds, bonds, notes, mortgages, deeds of trust, affidavits of title, and closing settlement documents. Prerequisite: None				
EG 201—Trusts, Estates, and Probate Law	3	2	0	4
A study of the concepts of and more common forms of wills and trusts, including the laws of intestacy and probate administration. Emphasis will be given to the drafting and execution of wills and trust agreements, the appointment and powers of fiduciaries, probate procedures, and fiduciary accountability; the concepts of estate planning and the collection of data required for appropriate estate planning and the collection of data required for appropriate estate administration and planning will be covered. Prerequisite: None				
EG 205—Evidence	3	0	0	3
A study and analysis of the theory and rules governing the presentation of evidence in criminal and civil trials, including the function of the attorney, judge, and jury, the concepts of relevancy, judicial notice, character evidence, presumption and inference, competency, hearsay and the exceptions to its exclusion. The best evidence rule, impeachment and rehabilitation of witnesses, real and demonstrative evidence, expert and opinion evidence, and privileged communications will also be studied. Prerequisite: None				
EG 211—Law Office Management	3	2	0	4
A study of the objectives of law office management, the development and use of systems in the various types of law practice and the principles of efficient organization. Emphasis				

COURSE TITLE	Hours Per Week			Quart
	Class	Lab	Shop	Hour

will be on: office machine utilization (including computers), filing and indexing systems, case-load monitoring systems, timekeeping and bookkeeping systems, and accounting methods; selecting and supervising office personnel, the maintenance of ethical standards and professional responsibility; and the importance of developing appropriate client relationships and goodwill.

Prerequisite: None

LEG 215—Civil Wrongs

5 0 0 5

A study of the basic principles of tort and insurance law, including: intentional tort, negligence, causation concepts, proximate cause, strict liability, products liability, employer's liability, workmen's compensation, nuisance, misrepresentation, defamation, wrongful death, malpractice, defenses to liability, tort immunity, damage limitation, liability insurance, and casualty insurance. Emphasis will be on the usage forms, drafting of pleadings, and the procedures in tort and insurance claims.

Prerequisite: None

LEG 225—Civil Procedure and Litigation

5 0 0 5

A study of the basic elements of civil procedure; including jurisdiction, venue, rules of pleading and the requirements of forms used in pleadings, discovery, pre-trial proceedings, procedural aspects of the trial, and post trial proceedings. Emphasis will be on the North Carolina and Federal Rules of Civil Procedure. The course will also cover preparation of a case for trial; including file preparation, assembling exhibits, drafting pleadings, and discovery techniques.

Prerequisite: None

LEG 250—Paralegal Internship

0 10 0 1

This course is designed to provide experience under the supervision of a lawyer, legal assistant, or other law office personnel. The student will meet with the instructor on periodic seminars to discuss and evaluate the progress in the practical experience as it relates to the philosophical and theoretical aspects of providing legal service. Prerequisites: Permission of the instructor and completion of 45 quarter hours in the Criminal Justice/Paralegal Technology program including CJC 101, CJC 115, CJC 225, LEG 111, and LEG 225.



SCIENCE

BIOLOGY

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
BIO 101—General Biology I An introduction to the principles and concepts of Biology; a study of the chemical and cellular basis of life, cell division and classical genetics. Prerequisite: None	3	2	0	4
BIO 102—General Biology II A continuation of BIO 101. The topics will include classical and molecular genetics, their relationship to evolution and a phylogenetic survey of the animal kingdom, animal physiology and behavior. Prerequisite: BIO 101	3	2	0	4
BIO 103—General Biology III A continuation of the biology series with an emphasis on the non-vascular and vascular plants. Other topics include the Protista, the Fungi, plant physiology, and ecology. Prerequisite: BIO 101	3	2	0	4
*BIO 111—General Biology I An introduction to the principles and concepts of Biology. A study of the chemical and cellular basis of life; human anatomy and physiology; and classical and molecular genetics. Prerequisite: NONE NOTE: This course is offered only during the Summer Session. (BIO 111 & 112 are the equivalent of BIO 101, 102, 103.)	9	6	0	6
*BIO 112—General Biology II A continuation of BIO 111. Topics include evolution, a survey of the animal kingdom, non-vascular and vascular plants, plant physiology and ecology. Prerequisite: BIO 111 or BIO 101 NOTE: This course is offered only during the Summer Session. (BIO 111 & BIO 112 are the equivalent of BIO 101, 102, 103.)	9	6	0	6
*BIO 121—Human Anatomy and Physiology I The study of the structure and function of the cell and the arrangement of cells into tissue. Also, an in-depth study of the skeletal, muscular, and nervous system. Prerequisite: None	3	3	0	4
*BIO 122—Human Anatomy and Physiology II A continuation of BIO 121 with emphasis on human systems such as circulatory, lymphatics, respiratory, digestive, endocrine, and reproductive. The interdependence of these various systems to the total body functioning will also be considered. Prerequisite: None	3	3	0	4
*BIO 123—Introduction to Microbiology Study of the fundamental principles of micro-organisms, including identification, classification, morphology, culture methods and media, modes of transmission, sterilization, and pathogenic organisms. Prerequisite: None	3	3	0	4
*BIO 201—General Ecology Introduction to population and community ecology, with emphasis on the growth and distribution of population, interactions between species, and the structure, dynamics, and functions of communities and ecosystems. Prerequisite: BIO 101, 102, 103 or permission of instructor	3	3	0	4

*Approved for fulfilling degree requirements for college transfer

COURSE TITLE	Hours Per Week			Quarter Hour Credit
	Class	Lab	Shop	
*BIO 205—Comparative Anatomy Comparative morphology and phylogenetic interrelationships of vertebrate animals. Representative organisms dissected in laboratory. Prerequisite: BIO 101, 102, 103 or BIO 121, 122 or permission of instructor	3	3	0	4
*BIO 212—Ornithology The systematics, distribution, physiology, behavior, and ecology of birds. Prerequisite: BIO 101, 102, 103 or permission of instructor	3	3	0	4
*BIO 222—Biology of the Sea An introduction to various marine habitats and the organisms found in these areas. Labs will be field oriented, exploring local salt marshes, tidal flats, and beaches. Prerequisite: BIO 101, 102, 103 or permission of instructor	3	3	0	4
*BIO 231—Field Zoology Explores and develops methods, principles, and application of zoological field studies. Local North Carolina Fauna emphasized, especially vertebrates. Prerequisite: BIO 101, 102, 103 or permission of instructor	3	3	0	4
*BIO 257—Environment and Man A study of human population growth and the availability of resources for continued human existence. Also, a study of the environmental changes man has caused as a result of his overuse of the available resources. From data derived from previous studies we will make suggestions as to what may be done in the future to maintain homeostasis between man and his environment. Prerequisite: None	3	3	0	4
BIO 1101—Preclinical-Microbiology, Gross Anatomy and Physiology Study of micro-organisms, including the classification, morphology, culture methods and media, identifying the role of the pathogenic species in disease, modes of transmission, and methods of control. Laboratory experiences provide opportunity for microscopic study of slides, for preparing slides and cultures, and for identifying colonies of selected pathogenic organisms. A study of the organizational plan of the human body and of the nine body systems. Emphasis is placed upon the role of the systems in the various processes essential to total body functioning and reproduction. Prerequisite: None	2	2	0	3
BIO 1121—Preclinical Human Anatomy and Physiology I This course is designed to introduce the student to cellular structure and tissue A detailed study of the skeletal, muscular, and neural systems will be conducted Prerequisite: None	3	3	0	4
BIO 1122—Preclinical Human Anatomy and Physiology II A continuation of BIO 1121 with emphasis on the anatomical structure of the various systems such as the endocrine, digestive, lymphatic, excretory, respiratory, circulatory, and reproductive. The physiology of the various systems will also be covered. Prerequisite: None	3	3	0	4
BIO 1123—Introduction to Microbiology An introduction to the study of micro-organisms emphasizing characteristics of various groups, methods of controlling their growth, disease production, and resistance. Prerequisite: None	3	3	0	4

CHEMISTRY

Note: Students entering CHE 91, CHE 121, CHE 131 or CHE 161 are strongly urged to take a self-placement test, available in the General Studies area to determine enrollment in an appropriate beginning chemistry course.

COURSE TITLE	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit
CHE 91—Preparatory Chemistry	4	0	0	(4)
A basic course in chemistry designed for students with little or no background in science. The course begins on a fundamental level with SI units, symbols, formulas and equations. Mathematical topics included are basic mathematics, scientific notation, basic algebra and problem solving. Atomic structure, chemical bonding, physical states, quantitative relationships, and solutions are discussed. Optional topics may include: nuclear chemistry and basic concepts of organic chemistry.				
Prerequisite: None				
CHE 100—General Chemistry	3	3	0	4
A survey course of general chemical principles designed for students of criminal justice and fire protection technology. Topics include atomic and molecular structure, chemical bonding, changes of state, chemical reactions, and solution behavior. The course culminates in a discussion of analytical chemistry used in forensic science.				
Prerequisite: None				
*CHE 121—Introductory Chemistry	3	2	0	4
A survey course of general inorganic chemical principles for students with deficiencies in chemistry and for students in selected technical programs. Topics include SI units, elements, compounds, atomic structure, chemical bonding, chemical reactions, kinetic-molecular theory, theory, solutions, electrochemistry, and a brief outline of organic chemistry. The laboratory experiments include basic lab techniques and quantitative determinations of relationships of matter.				
Prerequisite: None				
CHE 122—Chemistry for Health Professions	3	2	0	4
A continuation of CHE 121 with emphasis on organic and biochemistry. Topics include a systematic examination of the nomenclature and structural formulas for selected organic compounds with medical and biological applications. The course culminates with selected areas of biochemistry and the relationship to various body functions, nutrition, and various medications.				
Prerequisite: CHE 121 or CHE 161				
CHE 131—General and Organic Chemistry	4	2	0	5
An introductory course of general and organic chemistry for dental hygiene students. A brief review of atomic structure, nuclear chemistry, solutions, and chemical equilibrium. Topics in organic chemistry include aliphatic and aromatic hydrocarbons; alcohols, aldehydes, ketones, carboxylic acids, esters, amines and amides. (Formerly CHE 105)				
Prerequisite: CHE 121 or CHE 161 or satisfactory score on self-placement test				
CHE 132—Biochemistry and Nutrition	4	0	0	4
A continuation of CHE 131 with emphasis on carbohydrates, lipids, proteins, enzymes, bioenergetics, metabolism of foods, biosynthetic pathways, nucleic acids, and body fluids. The basic principles of nutrition and dietetics and how they apply to personal and community health. Additional topics may include: analyses of diets, vitamin requirements, etc. to meet the needs of individuals in various life stages with emphasis on the responsibility of the dental hygienist in this role. (Formerly CHE 106)				
Prerequisite: CHE 131 or permission of instructor				

*Approved for fulfilling degree requirements for college transfer

COURSE TITLE	Hours Per Week			Quar:
	Class	Lab	Shop	Hour
*CHE 161—General Chemistry I	3	3	0	4
Introduction to the fundamental principles of chemistry. Topics include SI units, elements, compounds, formulas, inorganic nomenclature, equations, stoichiometry, and nuclear chemistry. The discovery of the fundamental atomic particles and the quantum mechanical picture of the atom are emphasized. Laboratory includes basic techniques, separation of mixtures, and gravimetric analysis. (Formerly CHE 101)				
Prerequisite: MAT 99 or equivalent, or high school chemistry, or permission of instructor				
*CHE 162—General Chemistry II	3	3	0	4
A continuation of CHE 161. Emphasis is centered on molecular structure and covalent bond theories. Topics include chemical periodicity, physical states, solutions, and volumetric analysis. (Formerly CHE 102)				
Prerequisite: CHE 161				
*CHE 163—General Chemistry III	3	3	0	4
A continuation of CHE 162 with emphasis on chemical and ionic equilibria, chemical thermodynamics and kinetics, and electrochemistry. Laboratory work includes procedures and techniques of inorganic qualitative analysis. (Formerly CHE 103)				
Prerequisite: CHE 162				

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PHYSICS

COURSE TITLE	Hours Per Week	Quarter Hours	Class	Lab	Shop	Credit
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HY 101—Physics: Mechanics	3 2 0 4
This course offers an introduction to the basic principles of mechanics including kinematics, dynamics, energy, orbital motion, heat, and thermodynamics.	
Corequisite: MAT 162	
HY 102—Physics: Electricity and Magnetism	3 2 0 4
This course offers the basic principles of electricity and magnetism. The topics include electrostatics, magnetostatics, capacitance, current, electrical circuits, and electromagnetic induction.	
Prerequisite: PHY 101	
HY 103—Physics: Light, Sound, and Modern Physics	3 2 0 4
This course offers a study of light, sound, wave motion, and modern physics, with topics drawn from such areas as relativity.	
Prerequisite: PHY 102	
HY 111—General Physics I	9 6 0 6
An introduction to the basic principles of mechanics and electricity including kinematics, dynamics, energy, orbital motion, heat, thermodynamics, electrostatics, capacitance, current, and electrical circuits.	
Corequisite: MAT 162	
HY 112—General Physics II	9 6 0 6
An introduction to the basic principles of magnetism, waves, optics, and modern physics including magnetostatics, electromagnetic radiation, wave propagation, special relativity, quantum mechanics, and nuclear physics.	
Prerequisite: PHY 111	
HY 121—Measurements & Mechanics	3 2 0 4
Systems of measurement will be studied with conversions from one system to another. Newton's laws of motion will provide relations between quantities within a system which will be thoroughly analyzed mathematically. The concept of work and energy will then be developed as an alternate method of describing a physical system.	
Prerequisite: None	
HY 122—Properties of Matter, Temperature, and Heat	3 2 0 4
The atomic theory will be studied and its predictions will be compared to what is observed on a large scale. The effect of temperature will be studied and explained on the basis of the Kinetic Theory. The idea of dynamic equilibrium will be introduced to understand phase changes and heat transfer results when systems are not in equilibrium.	
Prerequisite: None	
HY 123—Thermodynamics, Waves, and Optics	3 2 0 4
The effects of heat and pressure on gases will be studied and applied to heat engines and heat pumps. A description of periodic motion in terms of simple harmonic motion will be used to analyze vibration and waves. This framework will then be used to study sound and optical phenomena.	
Prerequisite: None	
*HY 201—Mechanics and Waves	4 2 0 5
This course covers measurement, vector operations, Newton's laws of motion, static equilibrium, rigid body motion, work, energy, power, collisions, rotational dynamics, orbital motion, oscillatory motion, and waves.	
Prerequisite: MAT 261	
Corequisite: MAT 262	

COURSE TITLE		Hours Per Week	Quart Hour		
		Class	Lab	Shop	Cred
*PHY 202—Heat, Electricity, and Magnetism		4	2	0	5
This course covers fluid mechanics, heat, temperature, thermodynamics, electrostatics, electric field, electric potential, polarization, circuit theory, magnetism, and electromagnetic induction.					
Prerequisite: PHY 201					
Corequisite: MAT 263					
*PHY 203—Electromagnetism, Optics, and Modern Physics		4	2	0	5
This course covers alternating current, Maxwell's equations, electromagnetic waves, geometric optics, physical optics, theory of relativity, nuclear and atomic physics, and quantum mechanics.					
Prerequisite: PHY 202					
Corequisite: MAT 264					
PHY 1105—Electricity and Magnetism		3	2	0	4
Principles of Electricity and Magnetism covering: static electricity, Ohm's Law, circuit theory, sources of emf, power, magnetic materials, electromagnetic induction, generators, motors, and properties of A.C. circuits.					
Prerequisite: None					
Corequisite for respective occupational curricula (ELC 1112, PME 1124)					
PHY 1106—Mechanics		3	2	0	4
Principles of Applied Mechanics covering: measurement, force and motion, work and energy, simple machines, and properties of matter; plus additional topics of value in the student's area of interest.					
Prerequisite: Satisfactory scores on placement test					
Corequisite for respective occupational curricula (AHR 1121, PME 1102)					
PHY 1111—Applied Science		3	2	0	4
An introduction to physical principles and their application in industry. Topics in this course will support the particular curriculum in which the course is offered and will be selected from the following: measurement, force, motion, work, energy, power, solids, liquids, gases, heat, thermometry, electrical principles, properties of matter, sound, and light.					
Prerequisite: None					

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PHYSICAL SCIENCE

	Hours Per Week			Quarter Hours
COURSE TITLE	Class	Lab	Shop	Credit

CI 91—Survey of Science	3	2	0	(4)
A general survey course designed to familiarize the student with the vocabulary and basic principles of biological and physical sciences. The team-teaching approach will be used in a laboratory setting to examine fundamental concepts in physics, chemistry, and biology needed in any study of the sciences. Lecture/Lab (5 contact hours-non credit)				
Prerequisite: None				
CI 101—Physical Science I	3	2	0	4
A study in the evolution of man's knowledge of the universe. The scientific method is used to help explain and even predict astronomical events. The position of earth in the solar system and its relationship with the other planets will be considered. The moon and its effect on the earth will be analyzed and some of the general theory of stars will be presented.				
Prerequisite: None				
CI 102—Physical Science II	3	2	0	4
Newton's three laws of motion and their consequences will be examined. The concept of work and energy will be introduced. The Conservation of Energy Principle will lead naturally into a study of heat and thermodynamics. Principles of Electricity and Magnetism will be developed and their use in controlling energy flow will be considered.				
Prerequisite: None				
CI 103—Physical Science III	3	2	0	4
Atomic theory will be introduced and used to explain the order in the periodic table of the elements. The discovery of radioactivity and its use to unfold the mysteries of the nucleus will be studied. The tendency of most atoms to form molecules will lead to a discussion of chemicals and chemical changes. Properties of liquids and solutions, especially acids, bases, and salts, will be presented.				
Prerequisite: None				

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SOCIAL SCIENCE

COURSE TITLE	Hours Per Week			Quar-
	Class	Lab	Shop	Hour
				Cred
*EDU 201—Introduction to Education	4	2	0	5
A study of the foundations and contemporary approaches in education from historical, philosophical, psychological, and sociological points of view. Classroom work will be supplemental with required observation experiences in the local school system. This is not a practice teaching course.				
Prerequisite: None				
*GEO 101—Introduction to Physical Geography I	3	2	0	4
An introductory physical geography course emphasizing the following: maps and their uses, earth-sun relationships, and meteorology (temperature, atmospheric pressure and winds, moisture, condensation and precipitation, air masses and atmospheric disturbances, climatic classification, and soils). Laboratory exercises are correlated with lectures.				
Prerequisite: None				
*GEO 102—Introduction to Physical Geography II	3	2	0	4
An introductory physical geography course emphasizing the following: the hydrosphere, landforms and tectonic processes, and landform genesis by various agents (gravity, water, ice, and wind). Laboratory exercises are correlated with lectures.				
Prerequisite: None				
*GEO 202—Cultural Geography	5	0	0	5
A study of world patterns of population distribution, ethnic, cultural and economic diversity settlement, production and consumption, transportation, communication, and territorial organization. Interrelationships between man and his environment are emphasized throughout the course.				
Prerequisite: None				
*HIS 110—Western Civilization: From Prehistoric Time to 1650	5	0	0	5
A survey of the forces responsible for the rise of the European states from prehistoric times; the ancient Near East; Greece; Rome and Middle Ages; the Renaissance; the Reformation; the 30 Years' War; and the Peace of Westphalia. (Formerly HIS 101 and 102)				
Prerequisite: None				
*HIS 111—Western Civilization: 1650 to the Present	5	0	0	5
A survey of the development of constitutional government in England; absolute monarchy; the rise of Prussia and Russia; the Enlightenment; the French revolution and Napoleon; the aftermath of Napoleon; the Congress of Vienna; European political revolts; the Industrial Revolution; the political unification of Italy and Germany; liberalism; imperialism; World Wars I and II; the rise and fall of Fascism; the development of communism; the Cold War; and conditions since World War II. (Formerly HIS 102 and 103)				
Prerequisite: None				
*HIS 210—American History: From the Age of Discovery to the Civil War	5	0	0	5
A survey of the history of the United States from the Age of Discovery to the Civil War with emphasis on political, economic, social, and cultural developments. (Formerly HIS 201 and 202)				
Prerequisite: None				

*Approved for fulfilling degree requirements for college transfer

COURSE TITLE	Hours Per Week				Quarter Hours Credit
	Class	Lab	Shop		
HIS 211—American History: From the Civil War to the Present	5	0	0	5	
A survey of the history of the United States from the Civil War to the present with emphasis on political, economic, social, and cultural developments. (Formerly HIS 202 and 203)					
Prerequisite: None					
OL 200—Introduction to Political Science	5	0	0	5	
An introduction to the nature, methods, and scope of political science as a discipline. An introductory survey of fundamental concepts and principles of political organization including theories and characteristics of political institutions within and among nation-states.					
Prerequisite: None					
OL 201—American Federal Government	5	0	0	5	
The study of the origins, development, structure, and functioning of the Federal Government.					
Prerequisite: None					
OL 202—State and Local Government	5	0	0	5	
A survey of the functions of the state and local governments and intergovernmental relationships with emphasis on the structure of North Carolina state and local governments.					
Prerequisite: None					
OL 205—World Politics and International Relations	5	0	0	5	
An introductory course on comparative government and politics among major foreign powers with emphasis upon their relations to each other and the United States.					
Prerequisite: None					
OL 206—Introduction to Latin America	5	0	0	5	
An analysis of the political patterns and cultural behavior of the most important countries of the Western Hemisphere with emphasis on the structure of power, political groups, and on the influence of economic, military, religious, and ethnic forces.					
Prerequisite: None					
PL 221—United States Government	3	0	0	3	
A study of government with emphasis on basic concepts, structure, powers, procedures, and problems.					
Prerequisite: None					
PSY 201—Introduction to Psychology	5	0	0	5	
An overview of the science of psychology. The course introduces the definition, goals, methods, and diversity of endeavor in the study of human behavior. Basic terminology and concepts in the various areas of study are approached.					
Prerequisite: Sophomore standing or permission of instructor					
PSY 202—Human Growth and Development	5	0	0	5	
Studies the development of the individual from prenatal existence to death. Terminology and major concepts are acquired through study of the stages and developmental tasks in terms of physical, emotional, social, and intellectual growth. Major theoretical and research contributions to the area of development are presented.					
Prerequisite: PSY 201 or permission of instructor					
PSY 203—Abnormal Psychology	5	0	0	5	
An introduction to behavior pathology. Description, dynamics, and modification of abnormal behavior, including neuroses, psychoses, character disorders, and psychosomatic reactions are included as well as the behavior modification approach to each disorder.					
Prerequisite: PSY 201					
A course for fulfilling degree requirements for college transfer					

COURSE TITLE		Hours Per Week	Quar	Hou	Class	Lab	Shop	Cred
PSY 206—Applied Psychology		3	0	0				3
	Emphasizes understanding of human behavior as it is or can be applied to both physical and social aspects of the work setting. Personal and group adjustment situations are explored.							
	Prerequisite: None							
PSY 1101—Human Relations		3	0	0				3
	A study of the concepts and principles of human behavior as they apply to the individual in relation to society; emphasis is on the application of these principles for productive and satisfying interaction in social and occupational situations.							
	Prerequisite: None							
*SOC 201—Introduction to Sociology		5	0	0				5
	An introduction to basic sociological concepts, methods, and principles, with emphasis on culture, personality, social deviation, social groups, the family, social class, social mobility, race relations, social movements, and research methods.							
	Prerequisite: None							
*SOC 202—Social Problems		5	0	0				5
	An introduction to the nature of social and cultural problems in contemporary society. Specific attention will be given to the control, treatment, and prevention of problems relating to crime, divorce, prostitution, mental illness, alcoholism, drugs, sex, race, poverty, and population.							
	Prerequisite: None							
*SOC 203—Marriage and the Family		5	0	0				5
	A critical and empirical approach to the study of marriage and family life as a social institution. A psychological and sociological approach to premarital and marital relationships and problems of the contemporary American family.							
	Prerequisite: None							

*Approved for fulfilling degree requirements for college transfer



SURGICAL TECHNOLOGY

COURSE TITLE		Hours Per Week Quarter Hours			
		Class	Lab	Clinic	Credit
SUR 1100—Nursing Procedures		3	3	0	4
This includes transport, positioning, and skin preparation of the surgical patient, and procedures for meeting patients' basic needs through simple nursing care, observation, and reporting.					
Prerequisite: None					
SUR 1101—Introduction to Operating Room		3	3	0	4
This is an introductory course devoted to developing an understanding of the principles of operating room technique and to acquiring fundamental skills essential to assisting in the operation room. Instruction includes environmental and personal orientation; weights and measures; anesthesia; operating room procedures; operating room techniques; operating room personnel duties; and ethical, moral, and legal responsibilities.					
Prerequisite: None					
SUR 1102—Surgical Procedures I		5	3	0	6
This course includes procedures for general surgery—hernia, breast, vein ligation and stripping, gallbladder, ducts, pancreas, spleen and gastrointestinal procedures. Also obstetrical, gynecological, orthopedic, and x-ray diagnostic procedures are included.					
Prerequisite: None					
SUR 1103—Surgical Procedures II		5	3	0	6
This course is a continuation of SUR 1102 and includes genitourinary surgery, torhinolaryngology, oral, plastic, thyroid and parathyroid, pediatric and geriatric surgery, treatment of burns and plastic reconstructive surgery.					
Prerequisite: Satisfactory completion of all first quarter courses.					
SUR 1104—Clinical Practice I		0	0	15	5
The student is given an opportunity to demonstrate in an actual clinical situation his/her ability to assist a surgeon in the procedures learned in the classroom.					
Prerequisite: Satisfactory completion of all first quarter courses					
SUR 1105—Clinical Practice II		0	0	24	8
A continuation of Clinical Practice I.					
Prerequisite: Satisfactory completion of all first and second quarter courses					
SUR 1106—Seminar I		2	0	0	2
This seminar time will be used in review of experiences received in Surgical Procedures and Clinical Procedures I; and study of current moral/ethic issues and trends affecting operating Room personnel.					
Prerequisite: Satisfactory completion of all first quarter courses					
SUR 1107—Seminar II		2	0	0	2
This seminar time will be used in review of experiences received in Surgical Procedures and Clinical Procedures II; and study of current moral/ethic issues and trends affecting operating Room personnel.					
Prerequisite: Satisfactory completion of all first and second quarter courses					
SUR 1108—Clinical Practice III		0	0	24	8
This is a continuation of SUR 1105. The student will be in the actual clinical situation and demonstrating his/her ability just prior to his/her graduation from the program.					
Prerequisite: Satisfactory completion of all first, second and third quarter courses.					
SUR 1109—Surgical Procedures III		4	0	0	4
This course is a continuation of SUR 1103 and includes; thoracic, vascular, neuro, and cardiac surgery. It also includes oncology, transplantation and replantation.					
Prerequisite: Satisfactory completion of all first, second and third quarter courses					

COURSE TITLE	Hours Per Week				Quarter Hour
	Class	Lab	Clinic	Credit	
SUR 1110—Seminar III	2	0	0	2	

This is a seminar for review of experiences received in SUR 1109; and review of the program's didactic phase.
Prerequisite: Satisfactory completion of all first, second and third quarter courses.



SURVEYING TECHNOLOGY

CURSE TITLE		Hours Per Week			Quarter Hours
		Class	Lab	Shop	Credit
CIV 101—Surveying I		2	9	0	5
This course is intended as a course to acquaint students with the history of surveying as well as the use and care of surveying equipment such as transits, levels, tapes, and miscellaneous equipment. The labs in this course will be designed to illustrate the direct application of mathematics to surveying by obtaining field solutions to various geometric problems. Emphasis in this course will be placed on horizontal linear measure.					
Prerequisites: Minimum of Algebra I, Algebra II, and Geometry in high school					
Corequisites: DFT 101, CIV 121					
CIV 102—Surveying II		2	6	0	4
This course will deal with the theory and practice of plane surveys. Use of instruments for angular measure will be stressed. Students will be introduced to the theory of probability, various reference systems for angles and bearings, magnetic declinations, stadia measurements and various corrections that must be applied to linear measurements made with steel tapes. Keeping of notes during labs will be emphasized, particularly with respect to note form and neatness.					
Prerequisites: CIV 101, DFT 101					
Corequisite: MAT 122					
CIV 103—Surveying III		2	6	0	4
This course will include differential and profile leveling, cross-sections, earthwork computations, calculation of land areas, the mapping of boundaries and the topography of land. Lab emphasis will be placed on location of boundary lines and determination of topographical features.					
Prerequisite: CIV 102					
Corequisites: MAT 123, DFT 102					
CIV 104—Surveying IV		2	6	0	4
This course will be an introduction to the determination and location of curved lines including the discussion of simple curves, compound curves, and reverse curves. In addition to these topics the Public Land System of the United States will be introduced. Also to be discussed in this course will be an introduction to plane coordinates as they relate to surveying.					
Prerequisite: CIV 103					
Corequisites: MAT 124, CIV 109					
CIV 105—Site Development		2	0	6	4
A study of site and site improvement methods, topography, analysis and control of storm drainage, traffic flow of vehicles as these all pertain to architectural interests. Landscaping and site and building orientation will be included.					
Prerequisite: None					
CIV 109—Surveying Law		5	0	0	5
The study of the North Carolina State Statutes regarding the practice of surveying, study of conflicting elements in establishment of boundaries, riparian rights, adverse possession, preparation of abstracts, and laws affecting the drainage of land from the viewpoint of both existing and proposed channels.					
Prerequisite: None					
Corequisite: CIV 104 or permission of instructor					
CIV 110—Construction Planning Methods and Equipment		3	2	0	4
This course introduces construction planning and scheduling techniques and covers excavating methods and equipment used in building and highway construction. Topics include construction safety, operation analysis, project control and supervision, and costs and production of machinery. Upon completion, students will be able to apply					

COURSE TITLE	Hours Per Week	Quar	Hours	
	Class	Lab	Shop	Credit
the critical path methods for planning and scheduling and analyze the aspects of construction operation.				
Prerequisite: None				
CIV 121—Computations I	0	6	0	2
This course is designed as a beginning mathematics course for the surveying student. The disciplines of algebra, plane geometry, and trigonometry will be studied. Emphasis will be placed on relating mathematical concepts to surveying and engineering applications on preparing the student for the study of algebra.				
Prerequisite: None				
CIV 121A—Computations I	0	3	0	1
This course is designed as a beginning mathematics course for the surveying student. The disciplines of algebra, plane geometry, and trigonometry will be studied. Emphasis will be placed on relating mathematical concepts to surveying and engineering applications on preparing the student for the study of algebra.				
Prerequisite: None				
CIV 121B—Computations I	0	3	0	1
This course is a continuation of CIV 121A.				
Prerequisite: None				
CIV 123—Computations II	0	6	0	2
The application of mathematics, physics, and graphics to the solution of problems in Surveying and Engineering Technology. Problem solving methods and techniques as well as recording and presenting results are covered. Use of hand-held electronic calculators is emphasized. Metrication and unit conversion is included.				
Corequisite: CIV 103				
CIV 211—Topographic Surveying	2	6	0	4
The practice of methods of making topographic surveys with conventional instruments including the plane table. The use of photography for mapping purposes. The production of photo-maps, and the methods of ground control in aerial surveys. Applied field problems are included.				
Prerequisite: CIV 104				
CIV 212—Route Surveying	2	6	0	4
Advanced study in the laying out of railroads, highways, and canals with a concentration in grade and slope staking, spiral curves, superelevation. Applied field problems will be laid out.				
Prerequisite: CIV 211				
CIV 213—Advanced Land Surveying	3	3	0	4
Theories and practice of land surveying including sub-divisions, the use of the North Carolina Coordinate System, triangulation, trilateration, and astronomic observations. There will be extensive use of the electronic distance meter and precision theodolite. There will be night labs in this course and attendance is mandatory.				
Prerequisite: CIV 212				
CIV 214—Mapping and Subdivision Planning	2	6	0	4
Mapping principles and their applications in producing topographic, land, hydrographic, and photographic maps and their use in sub-division planning. Field trips will be made to various sub-division sites and to city and county planning offices.				
Prerequisites: CIV 212, CIV 223, CIV 229				
Corequisite: CIV 230				
CIV 214A—Mapping and Subdivision Planning	1	3	0	2
Advanced principles and their applications in producing maps using CADD.				
Prerequisites: CIV 212, CIV 223, CIV 229 or permission of instructor.				

COURSE TITLE	Hours Per Week			Quarter Hours	Credit
	Class	Lab	Shop		
CIV 214B—Mapping and Subdivision Planning Advanced principles and their applications in producing maps using CADD. Prerequisite: CIV 214A or permission of instructor.	1	3	0	2	
CIV 218—Construction Surveying Study the basic principles of construction and construction surveying to include, but not limited to: laying off buildings, construction staking of sewer lines; estimating and take-off, scheduling, and zoning and building codes. Lab will consist of actually doing each of the classroom subjects. Prerequisite: None	2	9	0	5	
CIV 223—Codes, Contracts & Specifications Basic principles and methods most significant in contract relationships; appreciation of the legal considerations in construction work; study of the National Building Code and local building codes, interpreting and outlining specification. Prerequisite: None	2	0	0	2	
CIV 226—Properties of Highway Materials Study of the various building materials used in highway construction. Covers soil types and classification; soil stabilization; groundwater and frost action; compaction; aggregates; bituminous materials; and Portland cement concrete. Laboratory work covers the common tests performed on soil and asphalt material. Prerequisites: MAT 124, CIV 218	5	6	0	7	
CIV 227—Construction of Roads and Pavements Construction practices for various types of road building, including soil properties, grading, subgrading, base courses, drainage, embankments, compaction, and formwork. Design, construction, and testing of rigid Portland-cement concrete and flexible bituminous pavements. Field inspection trips. Prerequisites: CIV 218, CIV 212, CIV 226	2	3	0	3	
CIV 228—Introduction to Drainage Introduction to the basic principles of hydraulics and hydrology necessary to the understanding of the disposal of runoff. Topics include rainfall and runoff basic fluid flow; closed and open channels; and flow through orifices and weirs. Laboratory work includes preparation of drawings of drainage structure and field trips. Prerequisites: MAT 124 Prerequisite: CIV 211 or by permission of instructor	2	3	0	3	
CIV 229—Highway Drainage continuation of principles of drainage with special emphasis on the surface drainage of streets, roads, and highways. Topics include culverts; median swales; curb and gutter drains; inlets; and debris control. Laboratory work includes preparation of drawings of highway drainage structures. Prerequisite: CIV 228	2	3	0	3	
CIV 230—Subdivision Drainage The principles of drainage and hydrology as applied to the removal of unwanted surface and subsurface water. Particular attention to the problem of urban storm drainage; form sewers; and sewer appurtenances. Laboratory work consists of developing a drainage plan for a small subdivision. Prerequisite: CIV 229 Prerequisite: CIV 214	2	3	0	3	
CIV 231—Computer Application to Hydrology The topics of this course will include rainfall and runoff, flow of water through both pipes and open channels, surface drainage of highways and the removal of urban storm	5	0	0	5	

COURSE TITLE

	Hours Per Week	Quarte Hours		
	Class	Lab	Shop	Credit

water. Through the use of computer modeling, each model will be analyzed to determine the best model for any given situation.

Prerequisite: CIV 228, CIV 229

CIV 1101—Site Surveying & Site Development

2	6	0	4
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A study of site improvement methods including basic surveying instrumentation and topography, analysis and control of storm drainage, traffic flow and vehicular access, site design and landscaping.

Prerequisite: None



WELDING

COURSE TITLE	Hours Per Week			Quarter Hours
	Class	Lab	Shop	Credit
WLD 1101—Basic Gas Welding	1	0	3	2
Welding practices on materials applicable to the installation or repair of body panels. Students run beads, do butt and lap welds, and brazing. Perform tests to detect strength and weakness of welded joints. Safety procedures are emphasized throughout the course.				
Prerequisite: None				
WLD 1105—Auto Body Welding	1	0	3	2
Taught in conjunction with AUT 1112, the welding skills gained in WLD 1101 are used to repair tears or cracks in sheetmetal, patch panels, or cut and replace damaged panels. Frames are also repaired using panels to reinforce weak or damaged areas.				
Prerequisite: WLD 1101				
WLD 1112—Mechanical Testing and Inspection	1	0	3	2
The standard methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered are: bend, destructive, free-bend, guided-bend, and nick-tear, notched-bend, tee-bend, nondestructive, V-notch, Charpy impact, etc.				
Prerequisites: WLD 1120, WLD 1121				
WLD 1120—Oxyacetylene Welding and Cutting	3	0	12	7
Introduction to the history of oxyacetylene welding, the principle of welding and cutting, nomenclature of the equipment, assembly of units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead position, brazing, hard and soft soldering. Safety procedures are stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of the welds.				
Prerequisite: None				
WLD 1120A—Oxyacetylene Welding and Cutting	2	0	4	3
Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, assembly of the units. Welding procedures such as practices of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead position, brazing, hard and soft soldering. Safety procedures are stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of the welds.				
Prerequisite: None				
WLD 1120B—Oxyacetylene Welding & Cutting	1	0	5	3
Continuation of objectives taught in WLD 1120A with the introduction to welding more complex metals as cast iron, stainless steel and aluminum. The student becomes familiar with proper rod and flux combinations to accomplish a sound quality weld. Additionally, the student is taught the basic preventative maintenance on all his oxyacetylene welding equipment. Once again safety becomes paramount throughout the course of instruction.				
Prerequisite: WLD 1120A				
WLD 1120C—Oxyacetylene Welding & Cutting	0	0	3	1
Provide information on small welding shop operations and set-up. Estimating costs, overhead and job bidding. Teach the student how to store all gases in accordance with all safety regulations.				
Prerequisite: WLD 1120B				
WLD 1121—Arc Welding	3	0	12	7
The operation of AC transformers and DC motor generator arc welding sets. Studies made of welding heats, polarities, and electrodes for use in joining various metal				

COURSE TITLE	Hours Per Week	Quarte Hours		
	Class	Lab	Shop	Credit
alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect weaknesses in welding. Safety procedures are emphasized throughout the course in the use of tools and equipment.				
Prerequisite: None				
WLD 1121A—Arc Welding	2	0	4	3
To develop basic entry level skills for arc welders. This course involves welding with shielded metal arc, butt, lap and "T" joints in the flat, horizontal, vertical and overhead position on medium thickness steel with mild steel electrodes. The course includes metal composition, structure and heat effect, and safety. The modified fillet weld certification is administered in the vertical and overhead positions.				
Prerequisite: None				
WLD 1121B—Arc Welding	1	0	5	3
Advancement of WLD 1121A in shielded metal arc welding. More advanced entry level in skills of low hydrogen electrode usage, welder blue print symbol interpretation as preparation for procedural requirements relative to certification in accordance with current directives. Upon completion the student will be prepared to take and pass a testing agency for welder certification. Safety measures are emphasized.				
Prerequisite: None				
WLD 1121C—Welding Power Sources/	0	0	3	1
Trouble-shooting				
A study of various welding power sources utilized in the various types of welding and trouble-shooting reasons for operational failure.				
Prerequisite: WLD 1121A				
WLD 1122—Commercial and Industrial Practice	3	0	9	6
Designed to build skills through practices in simulated industrial processes and techniques; sketching and layout on paper the size and shape description, listing the procedure steps necessary to build the product, and then actually following the directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding and nondestructive testing and inspection.				
Prerequisites: WLD 1120, WLD 1121				
WLD 1123—Inert Gas Welding	2	0	9	5
Introduction and practical operations in the use of inert-gas-shield arc welding. A study will be made of the equipment, operation, safety and practice in the various positions. A thorough study of such topics as: Principles of operation, shielding gases, filler rods, process variations and applications, manual and automatic welding.				
Prerequisites: WLD 1120, WLD 1121				
WLD 1123A—Basic Inert Gas Welding	2	0	4	3
An introduction to basic manual gas metal arc welding (GMAW) and gas tungsten arc welding (GTAW). A study of power sources, operation, shielding gases, wire and filler metals, applications and safety measures are made. Practical welding is done in various positions on various joints.				
Prerequisite: WLD 1121B				
WLD 1123B—Advanced Inert Gas Welding	0	0	5	2
A continuation of WLD 1123A advancing to structural shapes and exotic metals welding procedures.				
Prerequisite: WLD 1123A				
WLD 1124—Pipe Welding	3	0	12	7
Designed to provide practice in the welding pressure of piping in the horizontal, vertical and horizontal fixed position using shielded metal arc welding processes according to				

COURSE TITLE	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit
sections VIII and IX of the ASME Code. Prerequisite: WLD 1121				
WLD 1125—Certification Practice	3	0	6	5
This course involves practice in welding the various materials to meet certification standards. The student uses various tests including the guided bend and the tensile strength tests to check the quality of work. Emphasis is placed on attaining skill in producing quality welds. Prerequisites: WLD 1120, WLD 1121, WLD 1123, WLD 1124				
WLD 1125A—Certification Practice	2	0	3	3
This course prepares the student in the knowledge of required procedures and the quality skills to pass a welding certification test in plate metal. Subject test to meet the guidelines in accordance with the American Welding Society and or the American Society of Mechanical Engineers. All positions are keenly honed, with emphasis on vertical and overhead. This will make all students aware of what expectations are in store relative to structural welding. Prerequisites: WLD 1120A, WLD 1121, and WLD 1123B				
WLD 1125B—Certification Practice	1	0	3	2
This course compliments WLD 1125A and skills relative to fillet weld testing procedures which become a reality. Additionally, all students become cognizant of the administrative procedures called for in welder certification. Prerequisites: WLD 1125A				
WLD 1180—Basic Welding	2	0	4	3
A short course in welding, both oxyacetylene and electric, designed as a helping course for Automotive Mechanics, Air Conditioning and Refrigeration Trade, Drafting, Sheet Metal and Machine Shop. This course covers a minimum of technical facts and is designed to teach the student to weld in the flat position only with electric arc and oxyacetylene. Prerequisite: None				



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M S.—Murry State University	
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The only valid philosophy for North Carolina is the philosophy of total education: a belief in the incomparable worth of all human beings, whose aims upon the State are equal before the law and equal before the bar of public opinion, whose talents (however great or however limited or however different from the traditional) the State needs and must develop to the fullest possible degree. That is why the doors to the institutions of North Carolina's System of Community Colleges must never be closed to anyone of suitable age who can learn what they teach. We must take people where they are and carry them as far as they can go within the assigned function of the system. If they cannot read, then we will simply teach them to read and make them proud of their achievement. If they did not finish high school but have a mind to do it, then we will offer them a high school education at a time and in a place convenient to them and at a price within their reach. If their talent is technical or vocational, then we will simply offer them instruction, whatever the need, however complex or however simple, that will provide them with knowledge and the skill they can sell in the market places of our state, and thereby contribute to its scientific and industrial growth. If their needs are in the great tradition of liberal education, then we will simply provide them the instruction, extending through two years of standard college work, which will enable them to go on to the University or the senior college, and on into life in numbers unheard of in North Carolina. If their needs are for cultural advancement, intellectual growth, or civic understanding, then we will simply make available to them the wisdom of the ages and the enlightenment of our times and lead them on to maturity.

DR. DALLAS HERRING, Former Chairman
N.C. State Board of Education

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